

**RECEIPT (CAR COSTS)**

<b>Account holder</b>		
<b>Address</b>		
<b>IBAN</b>		
<b>BIC</b>		
<b>Activity</b>		
<b>Name participant</b>		

**Travel costs by own car:**

<b>Travel costs by own car:</b>				<i>to be completed by DBYN</i>	
<b>Date</b>	<b>From</b>	<b>To</b>	<b>Km</b>	<b>Price/km</b>	<b>In euro</b>
				€ ____ /km	€
				€ ____ /km	€
				€ ____ /km	€
				€ ____ /km	€
				€ ____ /km	€
				€ ____ /km	€
				€ ____ /km	€
				€ ____ /km	€
<b>Total reimbursement claim</b>					€
<b>Maximum reimbursement</b>					€
<b>Total paid</b>					€
<b>Difference</b>					€

I, the undersigned, certify that the information in this reimbursement claim is correct:

\_\_\_\_\_ **Total expense made (amount written in full):**      \_\_\_\_\_ **Date**      \_\_\_\_\_ **Signature**

## TERMS & CONDITIONS

### Maximum reimbursement

The travel costs of the participants will be reimbursed 100% up to a maximum. The maximum reimbursement will be included into the activity agreement. The maximum travel reimbursement is determined by the Administrative Body. If the total travel expenditure exceeds the total grant amount for travelling, all participants who remained within their budget will be reimbursed 100%. All participants who exceeded their travel costs receive a maximum reimbursement based on the remaining available funding for travel costs.

### Deadline claim

This reimbursement form needs to be returned to the international secretariat, including all proof asked for in the reimbursement form. The reimbursement form needs to reach the international secretariat within the month after the last day of the activity. If the reimbursement will arrive later, an administrative cost of 30% will be deducted from the reimbursement claim. Reimbursement claims received after the closure of the relevant project or financial year will be considered ineligible. DBYN cannot be held responsible for reimbursement claim that are lost in the post.

### Proof

For each travel costs claimed, the participant needs to attach proof (in original) of this cost:

- Travel costs with the own car below 500km will be based on a mileage. This mileage covers all expenses made (including gas, tolls, parking, ...). The mileage is based on the rules of the funder of the activity. The participant includes a print-out of the route taken, which needs to be the shortest distance between the starting point and the venue of the activity.
- Travel costs with the own car from 500km will be based on actual costs. The participant needs to include proof of the expenses made. This can include bills or ticket of gas, toll, parking, ... It is advised the participant fill up the tank before leaving.
- The participant needs to select a direct route to the venue. If participants carpool to an activity. The route can include the extra distance between the pick-up points of the different participants. These need to be clearly mentioned in the route description.

### Conversion to euro from other currencies

Please indicate the currency in the assigned column, using the correct ISO code (EUR, GBP, USD, CZK, PLN, ...). DBYN will use the official monthly exchange rate published by the European Commission on their website:

- [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

### How to complete

<b>Account holder</b>	<i>Official name of the account holder</i>
<b>Address</b>	<i>Street and number account holder</i>
	<i>Postal code, town and country account holder</i>
<b>IBAN</b>	<i>Please use 1 box per digit</i>
<b>BIC</b>	<i>Please use 1 box per digit</i>
<b>Activity</b>	<i>Title of the activity for which the expenses are claimed</i>
<b>Name participant</b>	<i>Name of the participant for whom the expenses are claimed</i>
<b>Date</b>	<i>Date of travel</i>
<b>From</b>	<i>Starting point travel ticket</i>
<b>To</b>	<i>Arrival point travel ticket</i>
<b>Km/ticket</b>	<i>The amount of kilometres by car (no miles)</i>
<b>Price</b>	<i>Price travel ticket, number only</i>
<b>Currency</b>	<i>Currency in ISO code (EUR, GBP, USD, ...)</i>

<i>Write the full amount of the expenses which you claim per currency</i>	<i>Date when form is completed</i>	<i>Signature of account holder</i>
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<b>Total expense made (amount written in full):</b>	<b>Date</b>	<b>Signature</b>
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### To be completed by DBYN

All cells with a double lining need to be completed by the international secretariat of Don Bosco Youth-Net ivzw. All other boxes are to be completed by the participant or account holder.