

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:

- For public transport these are the tickets or the bills. If the ticket or bills does not include the price, the participant needs to attach proof from the website of the company certifying the amount claimed.
- For flights we require both the invoice as well as the boarding passes of each flight. If a boarding pass is lost, the participant needs to ask the airline company for a proof of flight.
- For return tickets, please include the full price for the return travel as indicated on the ticket.
- The travel reimbursement form needs to be completed for each individual participant. If a travel invoice is shared over more than 1 participant, a reimbursement claim needs to be send for each participant. The original proof is attached to the first claim; copies need to be attached to the other(s).

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

How to complete

Account holder	<i>Official name of the account holder</i>
Address	<i>Street and number account holder</i>
	<i>Postal code, town and country account holder</i>
IBAN	<i>Please use 1 box per digit</i>
BIC	<i>Please use 1 box per digit</i>
Activity	<i>Title of the activity for which the expenses are claimed</i>
Name participant	<i>Name of the participant for whom the expenses are claimed</i>
Date	<i>Date of travel</i>
From	<i>Starting point travel ticket</i>
To	<i>Arrival point travel ticket</i>
Single or return	<i>Indicate if it is a single or return ticket</i>
Price	<i>Price travel ticket, number only</i>
Currency	<i>Currency in ISO code (EUR, GBP, USD, ...)</i>

<i>Write the full amount of the expenses which you claim</i>	<i>Date when form is completed</i>	<i>Signature of account holder</i>
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Total expense made (amount written in full):	Date	Signature
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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.