

SUMPs-Up Learning Programme – *Mobility Practitioners*

Reimbursement Form

Conditions for reimbursement of travel costs

You have received a commitment from **ICLEI** Local Governments for Sustainability that some or all of your costs for attending the **SLP in Thessaloniki/Greece**, will be reimbursed. Please find information on the procedure in the following text.

Hotel costs

The following conditions will apply for accommodation costs:

- The organisers will only cover accommodation costs **for a maximum number of 2 nights**;
- All extra services or upgrades you might need in the hotel will have to be covered directly by you, (telephone, mini-bar, upgrade of rooms or double room, etc.).

Travel costs

The following conditions will apply for travel costs:

- You will only be reimbursed with travel costs, but only travel arrangements at economy rate and for the cheapest available flights or trains can be reimbursed;
- Travel costs include: train costs, flight costs, local public transportation.

The total amount of the sum to be reimbursed should not exceed 600 euros.

Documentation of travel costs

- Reimbursement will only cover those costs which can be verified by **original documents**.
- The documents needed for the reimbursement of travel and accommodation costs are:
 - **the original invoices of your travel agency or the online e-ticket;**
 - **all original tickets (train, bus, metro, etc.);**
 - **all boarding passes (for flights). Please ensure you have a printed version of all boarding passes, as digital boarding QR codes can't be monitored.**

In order to guarantee the eligibility of travel/flight costs and having adequate documentation to justify the costs to auditors/donors, please pay attention to the following paragraph taken from DEVCO – EU updates August 2015:

Air fares must be substantiated by the passenger's receipt and proof of payment. Exceptionally, for circumstances where "traditional" original boarding passes are not provided by the airline company, other adequate alternative and / or corroborative evidence may be accepted Stamps, declaration on honor, etc.) provided the person concerned undertakes.

On these basis ICLEI ES requires:

- **Paper original boarding passes (whenever possible);**

When the paper original boarding passes are not available:

- Travel agency invoice (if available)
- print-outs of the electronic boarding passes (mandatory) and
- print-outs of the electronic invoice (mandatory)
- attendance list of the event where the name of the person requesting the reimbursement is shown (whenever available) and;
- **Declaration of honor** appropriately filled in and signed by the person travelling (see Annex I) (mandatory) and
- **Hotel invoice** - (it is already required in order to reimburse the hotel costs, but in this framework it becomes very important to have it) (mandatory).

The above list is complementing the already existing travel reimbursement requirements and it aims to update them in front of the new airline companies' practices.

The Reimbursement Form, including all supporting original documents, has to be made available to ICLEI no later than 30th of November 2017. Otherwise the expenses will not be reimbursed.

Further costs

- There is no per diem, nor honorarium included in the reimbursement amount. No other costs can be covered by ICLEI.

•

Please send the completed Reimbursement Form, together with all original invoices, tickets, boarding passes, etc. to:

**ICLEI European Secretariat
Attention Mrs Ana Dragutescu
Leopoldring 3
79098 Freiburg, Germany
Telephone +49 761 3689263**



To: ICLEI
Attention Mrs Ana Dragutescu
ICLEI European Secretariat
Leopoldring 3
79098 Freiburg, Germany

Name of Participant (Block capitals) _____

City _____ **Country** _____

Cost item	Amount in local currency	Amount in € (see remark)	Original Bills /ticket attached
			<input type="checkbox"/>
Total sum to be reimbursed			

- To calculate the amount in Euro, please use the date of the invoice/ receipt and calculate with the following web calculator: www.oanda.com/converter/classic?lang=en
- Please be aware that reimbursements can only be made if all documents and the full bank details are available.

Please transfer the above amount to (all fields are mandatory)

Beneficiary name	
Beneficiary account number	
Address of the account holder	
Name and address of Bank	
Bank Code	
IBAN Code	
SWIFT code	
<i>BIC code</i>	
Reference	

I hereby confirm that for the amount of travel costs covered by ICLEI – Local Governments for Sustainability, no request for funding from other sources will be made.

Date.....

Signature.....

Annex I – Declaration of Honour

DECLARATION OF HONOUR

I, the undersigned **[surname, forename]**, hereby certify and declare on my honour that:

1. I took the flight no. **[no. of the flight]** operated by the **[name of the airline company]** airline company;
2. The flight departed from **[departure airport]** and arrived to **[arrival airport]**;
3. I took the flight in order to participate to **[name of the relevant event/reason for the flight]**;
4. I confirm that I have not been refunded by any other means of this expense.

By signing this declaration, I acknowledge that:

1. In case of false declarations, I will have to reimburse the costs declared as incurred to the organisation which may have already refunded me.

Date and Signature: