**REQUEST FOR REIMBURSMENT**

I, the undersigned ……………………..

Born on……(date)........in……(place)……..

Permanent address:

Fiscal code (if any):

VAT number (if any):

in the position of ……………………....., in representation of ………………………, hereby request to receive the sum of Euro ………. (in letters ..........) to provide for the reimbursement of the following expenses:

Project name: ..............................................

Activity: ………………………………………............

Place of mission: …………………………………….

Duration of the mission: from date ……… to date …………

|  |  |  |  |
| --- | --- | --- | --- |
| Type of expense | Amount in local currency | Exchange rate | Amount in Euro |
| Travel | | | |
|  |  |  |  |
|  |  |  |  |
| Accommodation | | | |
|  |  |  |  |
| Subsistence | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  |  |  |

\* add rows as needed

Attached scanned copies of receipt/invoices and boarding passes.

Please transfer the sum by:

Bank Details:

Account Holder:

IBAN:

Bank name:

SWIFT/BIC:

This is a gross payment; if other taxes are required to be paid on this payment, the beneficiary must pay them in his or her own country. CIMA / EUCENTRE / CI3R are not responsible for any tax payments in the beneficiary's country.

Sincerely,

Signature and Date