**REIMBURSEMENT** **FORM**

**INDIVIDUAL**



NAUSIKA Educational Foundation

ul. Komandosów 15/90

Kraków 30-334

1. Please fill by computer or write in **CAPITAL** letters

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| name of the project: | | |  | | | | | | |
| Date of arrival : | | |  | | Date of departure: | |  | | |
| Name of participant: | | |  | | Date of birth: | |  | | |
| Private address: | |  | | | | | | | |
| Private e-mail: | |  | | | | | | | |
| Sending Organisation | |  | | | | | | | |
| Number of your private bank account | | (write it unless you prefer the reimbursment to be sent to the account of your sending organization) | | | | | | | |
| **Please attach all the original receipts!** | | | | | | | | | |
| *add more positions if needed* | | | | | | | | | |
| **No.** | **Mean of transport:** | **From:** | | **To:** | **Date:** | **Price:**  *(currency of issue)* | | **Currency:** | **Euro:**  *(To be filled by the Secretariat)* |
| 1. |  |  | |  |  |  | |  |  |
| 2. |  |  | |  |  |  | |  |  |
| 3. |  |  | |  |  |  | |  |  |
| 4. |  |  | |  |  |  | |  |  |
| 5. |  |  | |  |  |  | |  |  |
| **No.** | **Additional expenses:**  **(f.e. Covid-tests)** | | | | **Date:** | **Price:**  *(currency of issue)* | | **Currency:** | **Euro:**  *(To be filled by the Secretariat)* |
| 1. |  | | | |  |  | |  |  |
| 2. |  | | | |  |  | |  |  |

I certify that the above statement is true, and that these costs are not being reimbursed from any other source.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TO BE COMPLETED BY THE SECRETARIAT** | | | | |
| **TOTAL IN EURO** |  | EURO | NUMBER |  |
| **DEDUCTION OF FEES** |  | EURO | DATE |  |
| **TOTAL REIMBURSEMENT** |  | EURO | SIGNATURE |  |

**PLEASE CHECK THE FOLLOWING INSTRUCTIONS BEFORE SENDING YOUR REIMBURSEMENT FORM**

**WHAT CAN BE REIMBURSED?**

* Travel costs: plain tickets, bus tickets, local public transport – only 2nd class and economic travel
* Car travel costs – then fill in the CAR Reimbursment Form instead of the INDIVIDUAL Reimbursment Form
* Covid-tests required for this travel (if the total cost is within the limit specified in the Infopack for both travel costs and tests)

**REIMBURSEMENT RULES:**

* You have one month after the meeting to submit yout reimbursement form. Once the deadline has passed, no reimbursement will be done.
* You will be reimbursed only if you have participated in the activities of the meeting. If there is a doubt about it, please counsult the organizers.
* Nausika Foundation will process your reimbursement form in 14 days after the deadline for sending travel documents.
* The reimbursment will come by online transfer either to your personal bank account or to the bank account of your sending organization.
* If the price of the travel is higher than the travel reimbursement limit (specified in the Info-Pack), only the amount within the limit will be reimbursed.
* Attach in paper or in scan original receipts, bills, tickets, boarding passes.
* Do not calculate the exchange rate yourself, the secretariat will use the rate on the day of processing the reimbursement.
* The fares for bank transfer may be deducted from both sides, because of this the total amount of reimbursment received may differ a little bit from the amount specified in the form.