

Reimbursement of Travel Expenses

Tandem Cultural Managers Exchange

1. All receipts are **originals**, with descriptions/translations in English or German.
2. **Receipts, boarding passes** for all flights, train tickets, etc. are **numbered and taped onto A4 paper** (one-sided).
3. **Taxi costs** cannot be covered. If needed otherwise or you travel by car, get in touch with the Tandem team before your travel.
4. **Amounts and dates** on the receipts are marked.
5. **All amounts** are converted into **EUR** (if not paid with EUR) according to the exchange rate of the respective month indicated on this website (http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm).
6. **Print the exchange rate** page and write the amount in EUR on the receipt.
7. The **form has your original signature** and is sent by post **along with all original documents** (including return tickets) to *MitOst, Alt-Moabit 90, 10559 Berlin, Germany*, within 14 days after the end of the journey.

Name, Organisation			
Address			
Event			
Date of Departure		Date of Return	

1. List of Receipts – Please hand in all original proofs of your expenses!

Trips (from... to...) by (train/plane/bus...), incl. date	No	Amount in local currency (if not EUR)	Exchange rate	Amount in EUR	Kst (filled in by MitOst)
	1				
	2				
	3				
	4				
	5				
	6				
	7				
Total sum of travel expenses					

2.1. Reimbursement to the following bank account:

Account holder	
IBAN	
Bank (incl. address)	
BIC / SWIFT	

2.2. Reimbursement as cash payment (in exceptional cases):

I confirm with the signature below that I have received the following amount in cash: _____, _____ EUR.

3. Confirmation

I herewith confirm the accuracy and correctness of this information. The above mentioned expenses have not and will not be claimed for any other programme or project

Place: _____ Date: **20**____YY ____MM ____DD Signature : _____

Not to be completed by applicant | *Bearbeitungsvermerke durch MitOst:*

rechnerisch richtig geprüft	
sachlich richtig geprüft	
überwiesen	