![EMSA - European Maritime Safety Agency]

Annex II to the Rules for Reimbursement of Participants in Events, organised under Projects financed by the European Commission

Expenses Reimbursement Form

Participants in event under SAFEMED III / TRACECA II projects reimbursed by bank transfers

Surname: _____   Forename: _____

Address of residence:

Street _____   No. _____

Postcode _____   Town _____   Country _____

Tel _____   Mobile _____   E-mail _____

Bank Identification form provided	**Legal Entity form** provided
☐ no, completed form attached	☐ no, completed form attached
☐ yes, already provided previously Please re-confirm: Account holder **«accountholder»** Bank account No. **«bankaccount»**	☐ yes, already provided previously **Valid in ABAC:** …… **LEF:** …… **LEF ABAC:** ……

Reason for the travel: _____ **event name** _____

Dates: from _____ to _____   number of nights _____

Means of transport: ☐ air travel   ☐ rail   ☐ private car   ☐ other (pls specify) _____

Journey itinerary and flight schedule: As per Annex I to this Form

Accommodation: ☐ hotel prepaid by EMSA   ☐ hotel paid by participant

I, the undersigned, declare that this statement is true and accurate and that no reimbursement will be claimed from another source.

…………………………………
Date and signature of the Expert

Preliminary calculation of Reimbursement to Expert (subject to financial verification and approval of the AO):

Entitlement		Currency	Exchange rate*	EUR
Visa (2.6.1 of the Rules)	[amount]	XXX	[rate]	[amount]
Insurance (2.6.1 of the Rules)	[amount]	XXX	[rate]	[amount]
Domestic travel (2.6.2 of the Rules)	[amount]	XXX	[rate]	[amount]
Per-diems [country 1 - place of event] (2.3 of the Rules)	[rate]**	X	Overnights	[amount]
Deduction prepaid accomodation [country 1] (2.3 of the Rules)	[amount]	X	Overnights	[amount]
Per-diems [country 2 - other] (2.3 and 2.6.2 of the Rules)	[rate]**	X	Overnights	[amount]
Deduction prepaid accomodation [country 2] (2.3 of the Rules)	[amount]	X	Overnights	[amount]
Deduction meals offered by EMSA (2.3 of the Rules)	[amount]	X	Day	[amount]
			Total	**[amount]**

* The InforEuro rate corresponding to the month of the invoice
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

** The per-diem rates published on the official webpage of the European Commission, DG International Cooperation and Development
https://ec.europa.eu/europeaid/sites/devco/files/perdiem-rate-20150318.pdf

Note: Delete or add lines as appropriate