

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

### Expenses Reimbursement Form

#### Participants in events under ENP projects reimbursed by checks

Full name
Position
Organization
Country

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 [ <i>country 1 - place of event</i> ] (2.3 of the Rules)	[rate]**	X	Overnights	[amount]
Deduction prepaid accomodation [ <i>country 1</i> ] (2.3 of the Rules)	[amount]	X	Overnights	[amount]
Per-diems [ <i>country 2 - other</i> ] (2.3 and 2.6.2 of the Rules)	[rate]**	X	Overnights	[amount]
Deduction prepaid accomodation [ <i>country 2</i> ] (2.3 of the Rules)	[amount]	X	Overnights	[amount]
Deduction meals offered by EMSA (2.3 of the Rules)	[amount]	X	Day	[amount]
			Total	<b>[amount]</b>

\* The InforEuro rate corresponding to the month of the invoice  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](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/diem-rates-applicable-eu-funded-external-aid-contracts-17032017\\_en](https://ec.europa.eu/europeaid/diem-rates-applicable-eu-funded-external-aid-contracts-17032017_en)

**Note: Delete or add lines as appropriate**