

BILAT-RUS-Advanced has received funding from the European Union's Seventh Framework Programme for research, technological development and demonstration under Grant Agreement no 311836.

REIMBURSEMENT PROCEDURE

Who is entitled to a reimbursement of expenses?

Only the Russian applicants who have been approved by RTTN and FORTH and only one delegate per organisation.

Reimbursement rights and conditions

Approved applicants entitled to the reimbursement of their air ticket from Russia to Athens. This travel must be organised, trying to benefit from the most economical travel rates.

Required documents for the reimbursement **on a personal basis** :

- Air ticket (the original or a printout, if it is electronic)
- Proof of payment of the ticket (Invoice and/or receipt)
- Original boarding passes
- Original invoice for the hotel expenses (Accommodation & breakfast only , up to a maximum of 120€ for a single room)*
- Personal bank account (Bank account holder's name, IBAN Nr, swift code)
- Copy of the passport
- Report of the meetings and of networking activities

Important notice: It is standard procedure to reimburse the guests after the completion of the trip and after the receipt of **all of the above** mentioned documents in each case. Failure to provide the Conference Organising Committee with the required documents may result to non-reimbursement.

All documents should be sent by courier or registered mail to:

Ms Christina Karlou
PRAXI / HELP-FORWARD Network
4 Zalokosta Str., 106 71, Athens, Greece
Tel.: (+30) 210 36 07 690
Fax: (+30) 210 36 36 109
e-mail: karlou@help-forward.gr
www.help-forward.gr



Required documents for the reimbursement **through your host organisation** :

- Original invoice from the host organisation claiming the sum of the expenses

The invoice should be drawn to:

Foundation for Research and Technology - Hellas
N. Plastira 100
700 13 Vassilika Vouton
Greece
VAT Nr: EL 090101655

- Copy of the air ticket
- Copy of the proof of payment of the ticket (Invoice and/or receipt)
- Copy of the boarding passes
- Copy of the invoice for the hotel expenses (Accommodation & breakfast only , up to a maximum of 120€ for a single room)
- Host organisation's bank account (Bank account holder's name, IBAN Nr, swift code)
- Copy of the passport
- Report of the meetings and of networking activities

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