



Reimbursement procedure ¹ for Individual exchange

The coordination and services consortium will cover per executive exchange, the following expenses:

Reimbursable expenses

The services contract will financially contribute to the development of the activity, reimbursing an amount of 1000€ max to cover transport. Additionally, an allowance fee will be disbursed depending of the length of the exchange. A contribution is envisaged for organizational and hosting expenses. The reimbursement of these expenses is subject to the successful implementation of the exchange.

Table 2a. Reimbursable expenses | per month

Individual Exchanges (per month) ²	
Applicant Organization³	
Allowance fee	EUR 3.000
Airplane tickets	EUR 1.000 (Max)
Hosting Organization ⁴	
Organisational and hosting activities	EUR 1.000
TOTAL	EUR 5.000

¹ By reimbursement we mean that each applicant's organization will have to advance the expenses as airplane tickets and per diem, which will be refunded after approval of the financial and technical report by the consortium services.

² In the case the exchange last two or three months, all the expenses will be multiply by 2 or 3, depending on the length.

³ For each extra day concerning applicant expenses, the amount shall be proportional, for example 1 week and 2 days - EUR 750: 7 days x 2 = EUR 214).

⁴ For each extra day concerning hosting organization expenses, the amount shall be proportional, for example 1 week and 2 days, 2: (EUR 250: 5 days) x 2 = EUR 100).



Table 2b. Reimbursable expenses / 2 weeks

Individual Exchanges (2 weeks)	
Applicant Organization	
Allowance fee	EUR 1.500
Airplane tickets	EUR 1.000 (Max)
Hosting Organization	
Organisational and hosting activities	EUR 500
TOTAL	EUR 3.000

- § Allowance fee: covering all expenses as food, transport and hotel expenses of the participant during the exchange.
- § Airplane tickets maximum of 1.000 €. Only Economy class, with arrival city where the hosting organization is located.

Note: Visa request is considered as a personal proceeding. Although, the coordination team should be able to provide a document certifying the activity participation.



Documents required for reimbursement

Applicant organization

Once the activity is finalized, the exchange's participant must send the following documentation, first in electronic form, then by mail to

Bastien Hualpa: Bastien.Hualpa@al-invest4.eu

EUROCHAMBRES – Programa AL-INVEST IV
AV. des Arts 19 A/D
B- 1000 Brussels

§ Invoices

- The applicant institution's invoice⁵ asking for reimbursement of the expenses
- Copy of the airplane ticket invoice
- Boarding pass roundtrip (or / and train if so)

§ Reports

- Activity plan
- Time sheets duly fill up and signed, using the following template : [Time sheet](#)⁶
- Results report according to the template provided by us.

After reception and approval of the documents, the total invoice amount should be refunded within two weeks.

⁵ In the case the institution is not able to present an invoice and it is the beneficiary who advance the expenses, the reimburse document to be used is the one above named "recovery order".

⁶ www.al-invest4.eu/attachments/Timesheet.xls



Documents required for reimbursement

Hosting organization

Once the activity is finalized, the hosting organization must send the following documentation, first in electronic form, then by mail to

Bastien Hualpa: Bastien.Hualpa@al-invest4.eu

EUROCHAMBRES – Programa AL-INVEST IV
AV. des Arts 19 A/D
B- 1000 Brussels

§ Invoice

- Hosting Services' invoice

§ Report

- Evaluation form detailing results and benefits of the executive exchange activity (using the questionnaire provided by the consortium services team)

After reception and approval of the documents, the total invoice amount should be refunded within two weeks.



Recovery order
(Latin America organization)

Applicant's name
Applicant's address
Telephone, email

Date and place

AL-INVEST IV Programme
EUROCHAMBRES AISBL
VAT BE417.324.583
AV. des Arts 19 A/D
B- 1000 Brussels

Individual exchange
First calling

Recovery order – reimbursement request: transportation and allowances

I hereby request:

- Reimbursement concerning the travel ticket for an amount of EUR [redacted]. Flight corresponding of /flight of origin/ - /flight of arrival/. Reason: exchange of experience realized in city/country during the period.
- Reimbursement concerning allowances fee for an amount of EUR [redacted] for a period of X weeks.

Please transfer the amount to the following account:

Name of the Bank: _____
Address of the Bank: _____
Name of the holder's account: ____ N° of account: _____
IBAN: _____
SWIFT: _____

Applicant's Name and signature



Recovery order
(European organization)

Applicant's name
Applicant's address
Telephone, email

Date and place

AL-INVEST IV Programme
EUROCHAMBRES AISBL
VAT BE417.324.583
AV. des Arts 19 A/D
B- 1000 Brussels

Individual exchange
First calling

Recovery order – reimbursement request: transportation and allowances

I hereby request:

- Reimbursement for hosting services provided by **name and organization** for a period of **initial and ending date** for an amount of EUR **xxxxxx** corresponding of **X weeks**.

Please transfer the amount to the following account:

Name of the Bank: _____
Address of the Bank: _____
Name of the holder's account: ____ N° of account: _____
IBAN: _____
SWIFT: _____

Applicant's Name and signature