

ePlus Ecosystem - Micro-Grants Reimbursement Form for Nitro

<i>If funding for attending this event has been received from any other party, including any other funding from the European Commission, then this must be declared and the claim adjusted accordingly.</i>				
Micro-Grant reference number:		Legal Company Name :		
Country:		City:		
VAT number:				
Name(s) <i>(up to 3 team members)</i>				
Title	First	Last	E-mail:	Phone:
Title	First	Last	E-mail:	Phone:
Title	First	Last	E-mail:	Phone:
TRAVEL EXPENSES & SUBSISTENCE EXPENSES UP TO 500€ ePlus ECOSYSTEM MICRO-GRANT				
<u>SUBSISTENCE EXPENSES</u>				
DO YOU WISH TO CLAIM DAILY ALLOWANCES?		DO YOU WISH TO CLAIM ACCOMODATION ALLOWANCES?		
Yes <input type="checkbox"/>		Yes <input type="checkbox"/>		
No <input type="checkbox"/>		No <input type="checkbox"/>		
Place of the Event :				
Date of arrival :				
Event Start Date :				
Event end date :				
Date of departure from Event				
To be completed by the ePlus Micro-Grant Coordinator :				
No of days		X €92 or €46	Total amount of daily allow.	
No of nights		X €100	Total amount of accom. Allow.	
TRAVEL COSTS				
DO YOU WISH TO CLAIM TRAVEL COSTS?		To be completed by the ePlus Micro-Grant Coordinator :		
Yes <input type="checkbox"/>		No <input type="checkbox"/>		
		Total Travel costs (1 to 3)		€
<u>Form of transport used</u>		PLACE		Price paid
		Of departure	Of arrival	
1) Air (ECONOMY CLASS) Air fare (A) pers/Excursion Yes <input type="checkbox"/> No <input type="checkbox"/>		Outward		
		Return		
1)b) (BUSINESS CLASS)		Outward		
		Return		
2) Train		Outward		
		Return		
- Supplement		Outward		
		Return		
3) Car				
Private Car <input type="checkbox"/>		Rented Car <input type="checkbox"/>		
No of KM:	Place :			To be completed by the ePlus Micro-Grant Coordinator :
		Of departure	Of arrival	
	Outward			Reimbursable amount for Car
	Return			
				€

<u>OTHER COSTS</u>		To be completed by the ePlus Micro-Grant Coordinator :	
DO YOU WISH TO CLAIM OTHER COSTS? Yes <input type="checkbox"/> No <input type="checkbox"/>		Total Other costs (1 to 3)	€
	Nature	Price paid	Currency
Other, if awarded upfront (explain):			
Additional remarks/justification:			
Bank details for payment			
Name of the Bank:			
Name of the Account Holder:			
Address :			
IBAN Number:			
SWIFT Number:			
List the documents attached to this form:			
<input type="checkbox"/> Copy of travel tickets (or declaration with route if travelling by car) <input type="checkbox"/> Boarding Pass (mandatory) <input type="checkbox"/> Declaration of attendance (mandatory) <input type="checkbox"/> Event tickets <input type="checkbox"/> Respective invoices and copies of produced materials in case any exceptional costs have been approved within the micro-grand award (up to 15% of its total amount) <input type="checkbox"/> Other: _____			
Signature and date :			

