

## ePlus Ecosystem - Micro-Grants Reimbursement Form

<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>					
<b>Micro-Grant reference number:</b>		<b>Legal Company Name :</b>			
<b>Country:</b>		<b>City:</b>			
<b>VAT number:</b>					
<b>Name(s)</b> (up to 3 team members)					
<b>Title</b>	First	Last	E-mail:	Phone:	
<b>Title</b>	First	Last	E-mail:	Phone:	
<b>Title</b>	First	Last	E-mail:	Phone:	
<b>TRAVEL EXPENSES &amp; SUBSISTENCE EXPENSES UP TO 1000€ ePlus ECOSYSTEM MICRO-GRANT</b>					
<b><u>SUBSISTENCE EXPENSES</u></b>					
<b>DO YOU WISH TO CLAIM DAILY ALLOWANCES?</b>		<b>DO YOU WISH TO CLAIM ACCOMODATION ALLOWANCES?</b>			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <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					
<b>To be completed by the ePlus Micro-Grant Coordinator :</b>					
<b>No of days</b>		X €92 or €46	Total amount of daily allow.		€
<b>No of nights</b>		X €100	Total amount of accom. Allow.		€
<b><u>TRAVEL COSTS</u></b>			<b>To be completed by the ePlus Micro-Grant Coordinator :</b>		
<b>DO YOU WISH TO CLAIM TRAVEL COSTS?</b>			<b>Total Travel costs (1 to 3)</b>		
Yes <input type="checkbox"/>	No <input type="checkbox"/>				€
<b><u>Form of transport used</u></b>		<b>PLACE</b>		<b>Price paid</b>	<b>Currency</b>
		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 - Supplement		Outward			
		Return			
3) Car					
Private Car <input type="checkbox"/>		Rented Car <input type="checkbox"/>			
<b>No of KM:</b>	<b>Place :</b>			<b>To be completed by the ePlus Micro-Grant Coordinator :</b> <b>Reimbursable amount for Car</b>	
		<b>Of departure</b>	<b>Of arrival</b>		

	Outward				
	Return				€
<b><u>OTHER COSTS</u></b>			<b>To be completed by the ePlus Micro-Grant Coordinator :</b>		
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):					
<b>Additional remarks/justification:</b>					
<b>Bank details for payment</b>					
Name of the Bank:					
Name of the Account Holder:					
Address :					
IBAN Number:					
SWIFT Number:					
<b>List the documents attached to this form:</b>					
<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: _____					
<b>Signature and date :</b>					

