

Annex 2) Reimbursement rules

PARTICIPANTS /SENDING ORGANISATIONS

Should no later than 1 month after completion of the study visit/mobility;

1. **Submit travel invoices to KEKS.**¹
2. **Submit bank details to KEKS.**²
3. **Submit a written report to KEKS.**³

Note that if above mentioned documents are not submitted on time, reimbursement cannot be made.

HOSTING ORGANISATIONS

Should no later than 1 month after completion of the study visit/mobility;

1. **Submit invoices to KEKS** according to the economic report form. *The hosting organization will be reimbursed for their cost of accommodation, food, local transport in relation to the specific budget of each visit/mobility. Note that no alcohol may be put on the invoices for this project. Please consult the Budget framework, see annex.*
2. **Submit bank details to KEKS.**⁴
3. **Complete and send a participant list** to KEKS.⁵

Note that if above mentioned documents are not submitted on time, reimbursement cannot be made.

¹ Economic report form, see annex.

² Bank details form, see annex.

³ Written report form, see annex.

⁴ Bank details form, see annex.

⁵ Participant list, see annex.