FILLING THE REIMBURSEMENT FORM

1. Start off by writing **the project information** – project title, location and dates (working dates) in cells C6, C7, C8;
   for example: Broadcasting Democratic Consciousness, Strasbourg, 2-7 April, 2019.

2. Hover to the **travel reimbursement recipient's information**:
   a. Write your name (in small) and surname (in CAPS), in cell C10,
   for example: Casandra SAMTCHKUASHVILI;
   b. Living address, please include the full version, street number, apartment number, postal index, place and country in cell C11,
   for example: 2 Akaki Shanidze, apt 3, 0179 Tbilisi, Georgia;
   c. Email address: please write the functional email address in C12,
   kasandra.samtchkuashvili@pm.me

3. Move to the **details of travel**:
   a. document number in cells A15-A20 should be the same number you will give to the scanned or digital documents that you will send over the email, so each travel receives only one number.
   for example: 01.
   b. means of transport in cells B15-B20 should indicate the type of transport used for that travel.
   for example: Plane.
   c. destination (from/to) in cells C15-C20 should indicate the route you took; departure point and arrival point.
   for example: Tbilisi Airport – Amsterdam Schiphol Airport, or Tbilisi Center – Tbilisi Airport.
   d. Price in original currency in cells D15-D20 should indicate the cost but ONLY NUMBERS.
   for example: 150
   (don't write: 150USD, or such)
   e. Currency in cells E15-E20 should indicate the currency of the cost paid in 3 letters.
   for example: GEL
   f. Exchange Rate in cells F15-F20 the currency rate, which you should check here. Once you're on the website, in "month" you choose the month when the purchase was made. For example, if you bought the ticket in May, you write 5. The amount has to stay 1. Choose currency used in lower box, And EUR has to be in the upper box. Then you will get something like this: 1 EUR = 4.166 GEL, you copy paste 4.166 in the excel box (F15-F20);
   for example: 4.166

4. Fill out the **visa expenses** and **other relevant expenses** with the same principle, except you'll write description of expenditure in boxes B24-B31.
   for example, in visa expenses: visa application cost, or consulate registration fee;
   for example, in other relevant expenses: SARS-CoV 2 PCR Test.
   You can only claim the reimbursement for other expenses, if it's relevant for your travel.

5. Move to **Calculation**, the only thing you need to indicate is travel reimbursement limit (cell: G36) and participation fee (G37). You have to write the same numbers as in the information package, if you can't find the information about it, ask the organisers.
   for example, in travel reimbursement limit: 530.
   for example, in participation fee: 20.

6. In order to transfer money to you, we need your **bank account information**, we will need: Name and address of the account holder, Bank name and address, BIC/SWIFT code, IBAN or Account Number (for accounts in EU, IBAN will suffice).

7. In cell F46, write place and date of the signature that you will make.
   for example: Kotoraantkari, 25 November 2021

Once filled, print it, sign it, scan it and send it to project assistant both scanned and paper versions (paper versions should be sent to the address indicated on the top of the document)

PROVIDING THE CONFIRMATION OF TRAVEL AND PAYMENT

1. **Travel documents:** We need the proof of payment (which confirms how much and when you paid), e-ticket (travel itinerary) and ticket/boarding pass (which confirms that you have used it to come here). Proof of payment should be provided with:
   a. in case of online payment – an invoice or a confirmation payment;
   b. in case of cash payment – an invoice and a receipt;
   c. in case of bank transaction – an invoice and a payment order from the bank.

2. **Visa costs -** we will need your invoice from the visa centre or the consulate and the copy of your visa.

3. **Sending -** All digital documents have to be forwarded/uploaded and sent to the email; all paper documents have to be scanned and sent on the email, then have to be sent by post.
   The emails have to carry the subject: PROJECT TITLE - Travel Reimbursement - country - surname
   for example: BROADCASTING DEMOCRATIC CONSCIOUSNESS – Travel Reimbursement – Georgia – Samtchkuashvili.