



Trees4Future Reimbursement Form

Trees4Future offers financial support to cover some of the costs associated with travel and subsistence during TA visits. Travel support is limited to a maximum of 450€. Subsistence support (including accommodation and meals) will be provided using a per diem flat rate. Flat rates for participating countries are listed in the TA Call.

Please submit the Trees4Future Reimbursement Form (below) along with your final report (via the User Group Questionnaire) to the TA Coordination Team for the reimbursement to be approved. Please note, in the case of group applications, only **ONE** person will be eligible for reimbursement at the end of the TA visit (i.e. max. 450€ for travel, and per diem subsistence costs paid once).

Project title:			
Name of TA site visited:			
TA visit date:	Start date: (dd/mm/yyyy)		Completion date: (dd/mm/yyyy)
Number of days at TA site:			
TA User claiming reimbursement:	Name:		
	Institute:		
	Address:		
Bank account details:	Bank name:		
	Postal code:		
	Street name & number:		
	Town:		
	Country:		
	Account number:		
	IBAN number:		
SWIFT-BIC code:			





		Cost	Maximum allowance (TA Coordination Team)
Travel expenses:	<u>Flights:</u> (attach original tickets/e-tickets, boarding passes, travel agency invoices, etc)		
	<u>Train:</u> (attach original tickets, travel agency invoices, etc)		
	<u>Bus:</u> (attach original tickets, travel agency invoices, etc)		
	<u>Private car:</u> (attach a copy of calculation of number of kilometres from www.mappy.com or www.viamichelin.com , road toll receipts, etc) <small>* cost = number of km * 0.29€</small>		
	A: TOTAL		
Subsistence per diem flat rate (€)*:	B: TOTAL	€/day * N ^o of Days	* depends on country where TA site is located
TOTAL COST:	A+B		

* Per diem flat rates are country specific. Please refer to the table in the TA Call which lists the flat rates for each of the participating countries.

Date, Place

Signature

Applicant

Date, Place

Signature

Site manager of TA infrastructure

Date, Place

Signature

TA Coordination Team



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