

# Reimbursement Procedure

---

# What is covered

Which costs we reimburse

# Travels: we reimburse

## Travel to reach your destination from homecountry

- ✓ **Train:** return 2nd class ticket (max. 350€)
- ✓ **Car:** €0.22 per km for distances max. 200 km one way
  - **Please note:** if you use a car, provide a screenshot of the route from Google Maps, and make sure to show kilometres and addresses

## Travel to reach the airport

- ✓ **All public transport**
- ✓ **Car:** €0.22 per km for distances max. 80 km one way
  - **Please note:** if you use a car, provide a screenshot of the route from Google Maps, and make sure to show kilometres and addresses



# Commuting: we reimburse

## Commuting from hotel to the locations

- ✓ **Public Transport:** all except for weekends
- ✓ **Car:** €0.22 per km distances within the city
- ✓ **Taxi/ Uber/ Bolt:** Only if the costs don't exceed the price for public transport per head.
  - **Please note:** you have to note down the people who share the taxi with you and write these names into the Excel sheet. Only one person pays the taxi. This person gets reimbursed for the total amount when submitting the receipt and names, so that we calculate the travel per head.
  - *Example:*  
In Finland, one metro ticket to the location costs 3,20€ per head. For three people, this would be 9,60€ in total. The Bolt costs 8,60€ to the location. Hence: 3 or 4 people can use a Bolt car. One person pays the 8,60€, submits the receipts and all 3 names who took the taxi. The amount will be reimbursed to that person fully.



# Travels: we don't reimburse

## Travel to reach your destination

- ✗ **Train:** 1<sup>st</sup> class tickets
- ✗ **Car:** distances more than 200 km one way, parking fees, hire fees, driver
- ✗ **Plane:** Cancellation due to own fault, Seat reservation, extra luggage, any extra fees

## Travel to reach the airport

- ✗ **Taxis, Ueber** (if you require this service please contact us beforehand)
- ✗ **Car:** distances more than 80 km one way

## All related fees to personal travels or to people accompanying you



# Commuting: we don't reimburse

## Commuting from hotel to the locations

- ✗ **Public Transport:** weekends
- ✗ **Car:** distances outside the city, parking, tolls, tickets, fees
- ✗ **Taxi/ Uber/ Bolt:** Costs exceed the price for public transport per head.



---

# Procedure

# Steps for a smooth reimbursement

---



## **Keep all Travel Receipts –**

- All travel receipts should reflect the price.
- If you don't have receipts, you can provide copies of your bank statement additional to pictures of your tickets. Please make sure that these statements are official documents. We don't accept photos or screenshots that don't contain name, bank account number, etc. You can blackout everything that we are not supposed to see.
- If you used Ueber or Bolt: generate invoice through the app. Note down the people you shared it with. Only the person, who paid the taxi, will be reimbursed.



## **Fill in the provided Excel form –**

- Use the file sent to you via email ("Travel Expense Report"). Save all documents in one file.
- Fill in the travel expenses according to the order of your receipts. When page 3 of your attached receipts displays 1 April, 5,50€, and page 4 displays 31 March 6,30€, then fill in 1 April first, followed by 31 March.



## **Sign & Upload your documents – then you have two options:**

- Send all receipts via email: [rani.bil@gfa-group.de](mailto:rani.bil@gfa-group.de) as one PDF
- Or open our [Reimbursement Website](#)  
**Password:** eu-promens-exchange-1st wave-form



1

# Receipts

Sort them according to the order of your receipts





# Rename Receipts

Reason	Date	notes	Please insert km here and please <b>provide</b> <b>proof</b> . We reimburse 0.22€ per km	gross amount
Home to Airport	Sunday, 30 March 2025			€ 6.10
Metro Day Ticket	Friday, 4 April 2025			€ 8.00
Metro Day Ticket	Saturday, 5 April 2025			€ 8.00
Shared Taxi with ....	Tuesday, 8 April 2025			€ 8.20

*Make sure the table in Excel follows the order of your receipts, not the order of the date. When you compare your Excel sheet to your receipts, it should reflect the same amount, one by one.*

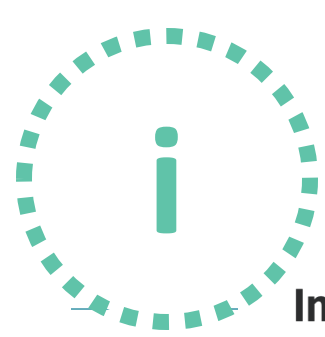
*If you don't have receipts, you can provide copies of your bank statement additional to pictures of your tickets. Please make sure that these statements are official documents. We don't accept photos or screenshots that don't contain name, bank account number, etc. You can blackout everything that we are not supposed to see.*



# Fill in Excel Form



"Travel Expense Report"



# 1. Fill in personal Information

## Invoice | Travel Expenses 2024



Funded by  
the European Union

### Invoice Recipient

GFA Consulting Group GmbH  
Eulenkugstraße 82  
22359 Hamburg  
Germany

### Invoice Sender

Jane Doe  
Street 1234  
394FJ 86 City  
Germany

*Check your details*

Invoice No.: 2182070-01

Project No.: 2182070

### Project & Event Details

Name: Mental Health Exchange Programme  
Event type: 1st Wave Exchange Programme  
Group No.: Group 1

Start Date: Monday, 28. October 2024  
End Date: Friday, 8. November 2024  
Destination: Netherlands

### Bank Details for Payment of the Reimbursement

Account Holder: Jane Doe  
Name of Bank: Name  
Account Number: 1234  
BIC: 1234

*Check if bank  
details are correct*

*\*\* to be filled in by Event managers \*\**

Conversion Rate: ✓  
EUR 1 EUR  
EUR 1 EUR

Month of conversion rate:

GFA guideline: InforEuro.eu

## 2. Fill in info from **travel** receipts

Travel Costs that have been paid by You					<i>Please use the exact amount. Don't round off or up! Example: 6,09€ is correct – 6€ is not correct</i>			
Reason	Date	notes	<small>**Only applicable for cars** Please insert km here and please <b>provide proof</b>. We reimburse 0.22€ per km</small>	gross amount	Used Currency	Currency Conversion Rate	Gross Amount in EUR	
Carto Airport in Berlin	30.03.2025	Hometown Frankfurt (Oder) to Airport Berlin	75	16.5	EUR-Euro		€ 16.50	
Train from Airport Helsinki to Hotel	30.03.2025			19.2	EUR-Euro		€ 19.20	
Uber for 4 people from Val Rytöy to Yees Rytöy	01.04.2025	Reason: no transport available, People: R2D2, Han Solo, Darth Vader, Me		24.5	Please select		€ -	
Subtotal Travelcosts				60.20	EUR - Euro		35.70 €	

*Provide all travel details:  
one row per travel item*

*Select the used currency, otherwise the  
subtotal will not be added to the total amount.*

- Don't forget to select the used currency – if not done, the amount doesn't add to the total sum!  
The total amount will generate automatically.
- **Conversion Rate:**
  - If you used Euro, Conversion rate is left out and adds to the amount.
  - We pre-fill in the currency that you might use for paying. We take that from your country of residence
  - If you used another currency than indicated, please contact me.



**If you paid transport (e.g. taxi) for more people, please name them in the Cell "Reason"**



# 3. Check per diem calculation

Per Diem Allowances

Location:

Netherlands

Daily Allowance (Arrival / Departure):

32

EUR

Daily Allowance (stay for 24hrs):

47

EUR

Date	Duration (Hours)	Allowance	Breakfast Included	Lunch Included	Dinner Included	Deduction	Total Reimbursement	Currency
Sunday, 27. October 2024	Arrival	32	Yes	No	No	6,40	25,60 €	EUR
Monday, 28. October 2024	stay for 24 hrs	47	Yes	Yes	No	28,20	18,80 €	EUR
Tuesday, 29. October 2024	stay for 24 hrs	47	Yes	Yes	No	28,20	18,80 €	EUR
Wednesday, 30. October 2024	stay for 24 hrs	47	Yes	No	No	9,40	37,60 €	EUR
Thursday, 31. October 2024	stay for 24 hrs	47	Yes	No	No	9,40	37,60 €	EUR
Friday, 1. November 2024	stay for 24 hrs	47	Yes	No	No	9,40	37,60 €	EUR
Saturday, 2. November 2024	stay for 24 hrs	47	Yes	Choose	No	9,40	37,60 €	EUR
Sunday, 3. November 2024	stay for 24 hrs	47	Yes	Choose	No	9,40	37,60 €	EUR
Monday, 4. November 2024	stay for 24 hrs	47	Yes	Choose	No	9,40	37,60 €	EUR
Tuesday, 5. November 2024	stay for 24 hrs	47	Yes	Choose	No	9,40	37,60 €	EUR
Wednesday, 6. November 2024	stay for 24 hrs	47	Yes	Choose	No	9,40	37,60 €	EUR
Thursday, 7. November 2024	stay for 24 hrs	47	Yes	Choose	No	9,40	37,60 €	EUR
Friday, 8. November 2024	stay for 24 hrs	47	Yes	Choose	Yes	28,20	18,80 €	EUR
Saturday, 9. November 2024	Departure	32	Yes	No	No	6,40	25,60 €	EUR
Total							446,00	EUR

Check if all is correct. We try to prefill all.  
Don't leave anything blank!

3

# Sign the Form



"Travel Expense Report"



## 4. Sign the Travel Expense Report

---

### **You have 3 Options:**

1. Sign with Excel
2. Convert to PDF and sign
3. Print, Sign and Scan (not recommended)



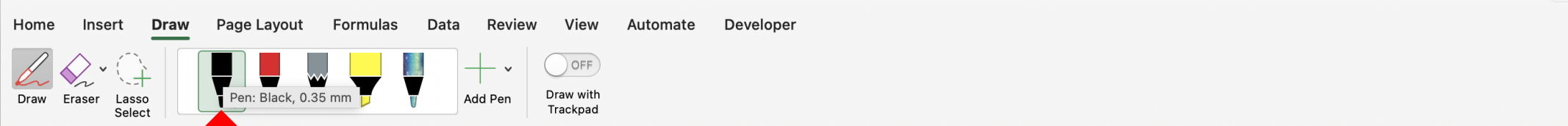
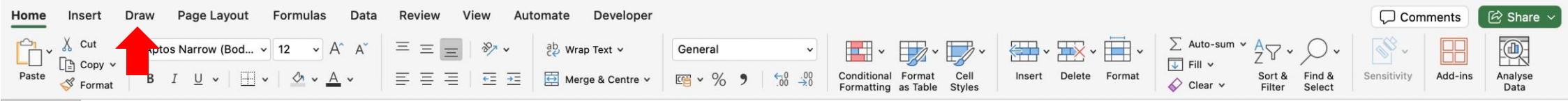
---

# 1st Option

Sign with Excel



# 1st Option: Sign with Excel



Signature



Date

---

# 2nd Option

Create PDF and sign



## 2nd Option: Convert to PDF and sign

---

- **Save the Excel file as a PDF:**
  - *In Excel, go to "File" > "Save As" > Choose: PDF*
- **Open the PDF and use a PDF viewer (like Adobe Reader)**
- **Add a signature:**
  - *In Adobe Reader: Select "Fill & Sign," then click "Sign Yourself."*

---

# 3rd Option

Fill in, print, sign, scan



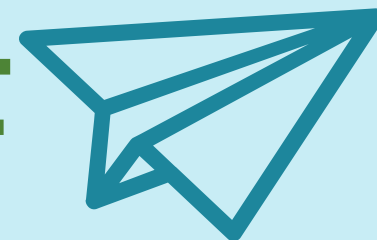
## 3rd Option: Print, sign, scan

---

- **Print** the form, **sign** it with a pen.
- **Take a photo or scan** it with your phone.
- **Please make sure to provide an accurate resolution. The scan has to be clear, in A4, colour and not blurry.**
- *iPhone: Use the Notes-App*  
*Android: Use a Scan-App*



# Save as one PDF



Go to our website or send via email



# Send all Documents to the event manager

---

**You have 2 Options here:**

- **Option 1:**

Send all documents in one file to: [rani.bil@gfa-group.de](mailto:rani.bil@gfa-group.de)

Use SmallPDF or PDF 24 to combine to one file if needed

- **Option 2:**

Go to our website: <https://eu-promens.eu/reimbursements>

**Password:** eu-promens-exchange-1st wave-form

- **Remember:**

- Check if all documents are attached: Receipts for travel (invoices, receipts, bank account statements) as **one** PDF file, Travel Expense Report signed (as Excel or PDF file)
- Check if you need to add a screenshot of Google Maps





# Steps Recap

## Prep

- Collect, rename and order all receipts
- Save as one file

## Fill in

- Fill in Travel Expense Report
- Check all pre-filled data

## Sign

- Sign the Excel / PDF file
- Check if you need to add something



**Send or upload all Documents**

---

Good Example

Invoice | Travel Expense Report



Invoice Recipient

GFA Consulting Group GmbH  
Eulenkrußstraße 82  
22359 Hamburg  
Germany

Invoice Sender

Darth Vader  
Deathstar  
Deathstar  
Poland

Invoice No.: 2182070-FI-G2-15      Project No.: 2182070

Project & Event Details			
Name:	Mental Health Exchange Programme	Start Date:	24.11.2024
Event type:	1st Wave Exchange Programme	End Date:	07.12.2024
Group No.:	Group 2	Destination:	Netherlands

Bank Details for Payment of the Reimbursement		** to be filled in by Event managers **	
Account Holder:	Darth Vader	Conversion Rate:	4.1500    PLN - Polish Zloty    1    EUR
Name of Bank:	Some Bank	Month:	January
IBAN:	DV12345678912345	GFA guideline:	InfoEuro.eu
BIC:	DARKFORCE		

Travel Costs that have been paid by You								
Reason	Date	notes		**Only applicable for cars** Please insert km here and please provide proof. We reimburse 0.22€ per km				
				gross amount	Used Currency	Currency Conversion Rate	Gross Amount in EUR	
Car to Airport in Berlin	24.11.2024	Hometown Frankfurt (Oder) to Airport Berlin	78.7	€	17.31	EUR - Euro	€	17.31
Train from Airport Amsterdam to Hotel	24.11.2024	Airport Shuttle		€	19.10	EUR - Euro	€	19.10
Bolt for 4 people from Val Ry to Yees Ry	24.11.2024	Reason: no transport available, People: R2D2, Han Solo, Darth Vader, Me		€	20.00	EUR - Euro	€	20.00
Train from Bukaroo to Reinier van Arkel	26.11.2024	Programme Day 5		€	18.20	EUR - Euro	€	18.20
Subtotal Travelcosts				74.61	EUR - Euro		74.61 €	

Per Diem Allowances									
Location: Netherlands									
Daily Allowance (Arrival / Departure): 32 EUR									
Daily Allowance (stay for 24hrs): 47 EUR									
Date	Duration (Hours)	Allowance	Breakfast Included	Lunch Included	Dinner Included	Deduction	Total Reimbursement	Currency	
30.03.2025	Arrival	32	No	No	No	0.00	32.00 €	EUR	
31.03.2025	stay for 24 hrs	47	Yes	Yes	No	28.20	18.80 €	EUR	
01.04.2025	stay for 24 hrs	47	Yes	Yes	No	28.20	18.80 €	EUR	
02.04.2025	stay for 24 hrs	47	Yes	No	No	9.40	37.60 €	EUR	
03.04.2025	stay for 24 hrs	47	Yes	No	No	9.40	37.60 €	EUR	
04.04.2025	stay for 24 hrs	47	Yes	Yes	No	28.20	18.80 €	EUR	
05.04.2025	stay for 24 hrs	47	Yes	No	No	9.40	37.60 €	EUR	
06.04.2025	stay for 24 hrs	47	Yes	No	No	9.40	37.60 €	EUR	
07.04.2025	stay for 24 hrs	47	Yes	Yes	No	28.20	18.80 €	EUR	
08.04.2025	stay for 24 hrs	47	Yes	Yes	No	28.20	18.80 €	EUR	
09.04.2025	stay for 24 hrs	47	Yes	Yes	No	28.20	18.80 €	EUR	
10.04.2025	stay for 24 hrs	47	Yes	Yes	No	28.20	18.80 €	EUR	
11.04.2025	stay for 24 hrs	47	Yes	Yes	Yes	47.00	- €	EUR	
12.04.2025	Departure	32	Yes	No	No	6.40	25.60 €	EUR	
Subtotal Per Diems							339.60	EUR	

subtotal Travels	€	74.61
subtotal Per Diems	€	339.60
TOTAL	€	414.21

Signature

06.12.2024

Date



Best

47 min

2h 3m

17 hr

4h 6m

—

Markendorf, Frankfurt an der Oder

Berlin Brandenburg Airport

Add destination

Leave now

Options

Send directions to your phone

Copy link

via A12

Fastest route, the usual traffic

Details

via B87 and A12

Explore nearby Berlin Brandenburg Airport

Restaurants

Hotels

Gas stations

Parking Lots

More

Search along the route

Gas

EV charging

Hotels

Sign in

The map displays a route from Berlin Brandenburg Airport to Markendorf. The fastest route, highlighted in blue, is via A12, taking 47 minutes for 78.7 km. An alternative route via B87 and A12 is shown in light blue, taking 1 hour 5 minutes for 91.5 km. The map includes various landmarks, roads, and a search bar.

Route	Time	Distance
via A12	47 min	78.7 km
via B87 and A12	1 hr 5 min	91.5 km





Enkele reis

2nd class  
24-11-2024

Schiphol Airport  
's-Hertogenbosch

DARTH VADER



SCAN CODE to open access gate.



FOLD HERE

## Terms and condtions One-way Ticket

- A One-way ticket is a ticket valid for a one-way journey on the route, in the class, on the date and with the train operator(s) indicated on the One-way ticket.
- A One-way Ticket is valid on the date indicated on the ticket from 0:00 am to the following morning 04:00 am, including during rush hours. The journey may be interrupted on this date at an intermediate station on the chosen route.
- A One-way Ticket is personal and non-transferable. When checked, a valid identity document with photo must be shown.
- For the Intercity direct between Rotterdam Centraal station and Schiphol Airport station and for the ICE International, paying a supplement is mandatory. A One-way ticket is not valid on Nightjet and Eurostar.
- View all terms and conditions of a One-way Ticket via [www.ns.nl/conditions-individual-tickets](http://www.ns.nl/conditions-individual-tickets)

FOLD HERE



Ticket no. E51514T898.DD1

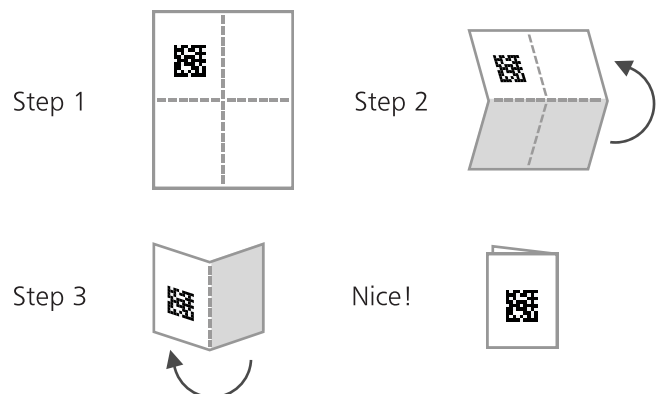


Keep your **ID** at hand.

## Before you travel...

- Make sure this e-ticket is **legible** and **printed** as a whole. Only then it is valid.
- Take a **valid ID** with you (passport, ID card or driving licence).

### FOLD YOUR TICKET



General e-ticket conditions apply to this e-ticket. Transport by NS is subject to general conditions of NS (AVR-NS) (filed with CoC in Utrecht, N° 30124362). Transport by other carriers is subject to the General Terms and Conditions Urban and Regional Public Transport (filed with the Court in The Hague, N° 32/2015). These will be send to you on request. Please see [ns.nl/terms-conditions](http://ns.nl/terms-conditions). Disruption or delay? See how we help at [ns.nl/compensation](http://ns.nl/compensation). Train passengers' rights and obligations are set out in **Regulation (EU) 2021/782**. If you are travelling with multiple train operators, you are entering into a separate transport contract with each operator.

People: R2D2, Han Solo, Darth Vader, Me



Factuurnummer. 63846358-NL1124-22

Datum: 28-11-2024

Ontvanger:  
Darth Vader

**Stations Taxi Den Bosch**  
KvK-nummer: 12345555  
BTW-nummer: NL822051370B01  
Taxi vergunning nummer: P81747

Start: Magistratenlaan 64, 's-Hertogenbosch 5223 AW (28-11-2024 09:07)

Categorie	Totaal (EUR)	BTW 9%	Totaalbedrag (EUR)
Rit Vergoeding	18.35	1.65	20.00

Totaal (EUR): 18.35  
BTW 9%: 1.65  
**Totaal inclusief BTW (EUR): 20.00**

**Te betalen**  **Apple Pay: 20.00**