



EU-PROMENS

Reimbursement procedure Training programme

Steps to a hassle-free reimbursement



Keep all your receipts –

- All receipts must show the price.
- Please ensure that these records are official documents.
- If you are travelling by car, please provide a screenshot from Google Maps showing the route and the number of kilometres travelled.

Fill in the Excel form provided –



- Use the 'Travel Expenses Summary' sent to you by email.
- Fill in the travel expenses according to the categories listed.
- Sign the summary.

Save and send –



- You can either print your document, sign it and scan it (make sure the scan is legible), or send a PDF file.
- Send the report and all receipts by email to camille.duclot@ghtpsy-npdc.fr

1

Receipts



Sort them in the order in which you received them.

2

Fill in the Excel form

‘Travel Expenses Summary’



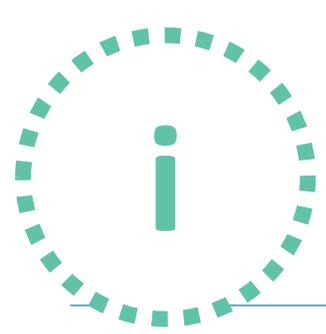


1. Fill in your personal details

 EU-PROMENS	 Funded by the European Union	 EPISM <i>Enseignement - Médecine</i>
Récapitulatif des frais de déplacements		
<u>Motif du déplacement :</u>		
Projet EU PROMENS		
Nom du participant :		
Selon la convention de prise en charge des frais de mission		
Déplacement (lieu & date) :		

*Surname and first
name*

*E.g.: Lille, 18 and 19 March
2026*



2. Fill in the details using your travel receipts.

Fill in the details according to the category

Transport	Montant (€)
<i>Ex : Billet train A/R Lille-Paris le XX/XX/XXXX</i>	
<input type="text"/>	<input type="text"/>
Hébergement	Montant (€)
<i>Ex: Hôtel Ibis Lille du XX/XX au XX/XX/XXXX</i>	
<input type="text"/>	<input type="text"/>
Repas	Montant (€)
<i>Ex : diner au restaurant X (date)</i>	
<input type="text"/>	<input type="text"/>

Enter the corresponding amounts including VAT



3. Check the calculation of the total charges

Transport	Montant (€)			- €
<i>Ex : Billet train A/R Lille-Paris le XX/XX/XXXX</i>				
Hébergement	Montant (€)	Prise en charge (tarifs EU-PROMENS)		- €
<i>Ex: Hôtel Ibis Lille du XX/XX au XX/XX/XXXX</i>				
Repas	Montant (€)	Prise en charge (tarifs-EU PROMENS)		- €
<i>Ex : diner au restaurant X (date)</i>				
TOTAL DES FRAIS				- €

Check the total for each category

Check the total amount of charges

3

Please sign the document

‘Summary of travel expenses’





4. Sign the travel expenses summary

You have 3 options:

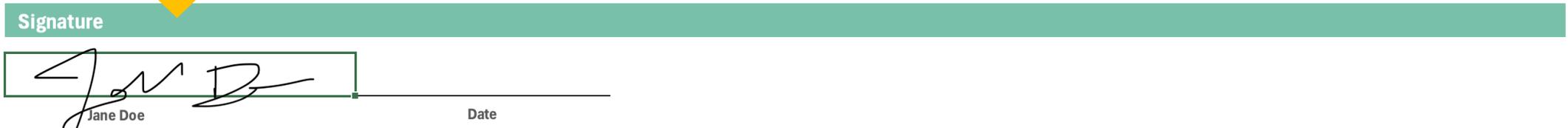
1. Sign using Excel
2. Convert to PDF and sign
3. Print, sign and scan

Option 1

Sign with Excel



Option 1: Sign using Excel



Option 2

Create a PDF and sign it

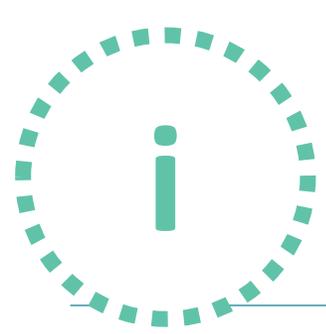


Option 2: Convert to PDF and sign

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

Option 3

Fill in, print, sign, scan

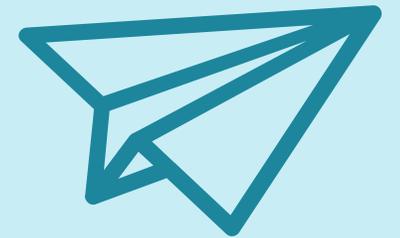


Option 3: print, sign, scan

- **Print** the form and **sign it** with a pen.
- **Take a photo or scan it** using your phone.
- Please ensure the image is of good quality. The scan must be clear, in A4 format, in colour and not blurred.
- *iPhone: use the Notes app*
Android: use a scanning app

4

Save as as a single PDF file



Email to camille.duclot@ghttpsy-npdc.fr