

A white rectangular sticky note is affixed to a light-colored wooden surface. The note has a small piece of clear adhesive tape at the top center. The text on the note is written in a bold, blue, sans-serif font and is centered. The bottom-left corner of the note is curled up.

Connecting
cultures and
building
friendships

Financial documents to prepare for travel reimbursement

OPTION 1: costs transferred to the sending association

- Invoice from the sending association with the total amount of the transportation costs, in original. On the invoice we need to be stated all the names of the participants, the route of transportation City of SO to City of HO and project number. We need it at the participants arrival.
- Copies after the boarding passes (for arrival and departure), train tickets etc. Return ones can be send via e-mail as scan.
- Declaration of attendance filled by each participants – in attachment
- Group financial statement filled by the group leader – in attachment

OPTION 2: costs transferred to one of the group leaders

- Original invoice from the plane tickets with the amount payed for each participant (can be more participants on the same invoice or all of them)
- Electronic tickets for each participant
- Boarding passes for arrival and return in original (return to be send via Post)
- Train tickets or any other means of transportation in original
- Declaration of attendance filled by each participants – in attachment
- Group financial statement filled by the group leader – in attachment



OPTION 1:

TRANSFER OF MONEY:

1.1. *before arrival: we can transfer the money in advance if the sending association is given a declaration that in case of one of the participants will not attend no matter the reason the amount for that participant will be send back to us.*

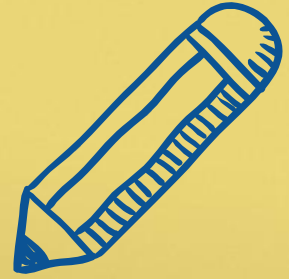
1.2. *after youth exchange: after having all need it documents mentioned above.*

OPTION 2:

TRANSFER OF MONEY:

1.1. *after youth exchange: after having all need it documents mentioned above.*

For all options the transfers will be made ONLY via bank transfer, either in the sending association account or in the group leader account.



Financial documents to prepare for visa reimbursement

OPTION 1: to be reimbursed in the sending association account along with the transportation costs

- Invoice from the sending association with the total amount, name of participants that required a visa, reference number of the project
- Copies after the visas from the participants passports
- Copies after the Embassy of Romania receipts.

OPTION 2: to be reimbursed to the group leader account

- Copies after the visas from the participants passports
- ORIGINAL receipts from the Embassy of Romania.



FOR A RAPID REIMBURSEMENT

- Group leader to collect and have at arrival all need it documents
- Fill and Print the documents required and already have them with you at arrival
- Group leader to have a bank statement with their account number, SWIFT code etc.



OTHER ASPECTS TO BE TAKEN INTO CONSIDERATION

All group MUST travel together!! Group leaders role must be justified by the fact that they accompany the participants.

All participants need to start their travel from sending association city!

Under aged (below 18years old) participants need parental approval. We need a copy of this document in English. You will need the original at the boarder.

All participants need to fill the application form that can be found in the facebook group and the declaration of attendance.

NOTE: ask them to mention all the special /preferences they have at the section special needs.

FINANCIAL BUDGET LIMITS

For JORDAN:

Travel band limit: 275 euro / participant. This is the maximum amount that can be reimbursed for the travel of participant from Amman to Craiova.

Visa costs: 60 euros / participant.

For GEORGIA:

Travel band limit: 275 euro / participant. This is the maximum amount that can be reimbursed for the travel of participant from Rustavi to Craiova.

Visa costs: 60 euros / participant (if need it). Due to EU legislation Georgian citizens can travel to Romania for a period of maximum 90 days without a visa.

For MACEDONIA:

Travel band limit: 180 euro / participant. This is the maximum amount that can be reimbursed for the travel of participant from Skopje to Craiova.

Details for the invoices

X Project name:

“Connecting cultures and building friendships”

X Project reference number:

“2017-1-RO01-KA105-036936”

X Association details:

Name: Asociatia Nationala de Dezvoltare Continua a Tineretului din Romania

Address: Libertatii St, no 8, Craiova City, Dolj County, Romania, 200421

Identification number:
27662930

Bank: Piraeus Bank
Account IBAN:
RO41PIRB1700770420004000

Swift code: PIRBROBU

PARTICIPANTS WITH FEW OPPORTUNITIES

- ✗ According to the application each partner needs to select at least 4 participants with few opportunities. PLEASE DO SO and ask the participants to fill this aspect in the application form.
- ✗ ASK all participants to JOIN the facebook group, there they will have all the information updated and also in the Info-pack WHAT they need to bring.
- ✗ NOTE: in the Info_pack the travel and visa budget are incorrect. Please refer to the amounts from this document when calculating the costs.
- ✗ CONTACT PERSONS:
Georgiana LONTOS: 0040 762 923 128
Madalina OSTAFE: 0040 727 805 772