



Travel Reimbursement Procedure

With the Erasmus+ project just around the corner, we wanted to provide you with essential information regarding travel reimbursement. In order to ensure a smooth and efficient reimbursement procedure, please carefully read the following instructions.

Reimbursements will be processed after the completion of the project, once participants have returned home, and within the given deadline.

Upon their return, participants must summarize their expenses and provide the sending association (SA) with the entire relative justifying documents.

The SA must collect the information from all the group members and transmit one summarized reimbursement form and all the supporting documents to Sem&Vol for the validation of amounts to be reimbursed.

Once validated, Sem&Vol will require the SA to make an invoice. The payment will be done to the bank account of the sending association after the reception of this invoice.

In the event that certain banks charge a commission for international transfers, we would like to inform you that Sem&Vol will cover half of the commission cost.

The form and justifying documents must be addressed to Valerija Pasegorova, administrative and accounting assistant, to the following email address: adm.semetvol@gmail.com

ABOUT JUSTIFYING DOCUMENTS:



1. **Invoice Requirement:** In order to claim reimbursement, participants must have a valid invoice that includes the following information:

- ✓ Amount paid
- ✓ Payment method
- ✓ Contact and name of the organization/seller
- ✓ Name of the buyer
- ✓ Description of the expense

! *It is essential that an official invoice from the respective ticket vendor or service provider is obtained. We kindly request all participants to specifically ask for an invoice when purchasing their travel tickets. In case of non-availability of the invoice, a ticket or a receipt which includes all the above stated elements are accepted. Please note, that the email purchase confirmations are not valid justifying document of travel.*

2. **Boarding Passes:** In addition to the invoices, we also require the original boarding passes for each leg of the journey. These boarding passes serve as proof of travel and are necessary for the reimbursement process. Participants should ensure that the original boarding passes are kept in a safe place until the end of the project.
3. **Physical Justifying Documents:** Any physical documents, such as bus, train, or metro tickets, or any other non-electronic proof of expenses must be attached as scanned documents.
4. **Missing Justifying Documents:** Reimbursement for any expenses will be dependent on the availability of **valid** justifying documents. If any of the required documents, such as invoices, tickets with prices and names indicated, are missing for certain expenses, unfortunately, we will not be able to process reimbursement for those particular expenses.

Note that we will be able to reimburse only the travels that were done on the specific days of travel (usually, one day before and one day after the activity).

In addition, the reimbursement of travel tickets will be provided up to the following limits based on the distance travelled (from the departure point to the activity place) :

For travel distances between 100 and 499 KM: 211 EUR per participant

For travel distances between 500 and 1999 KM: 309 EUR per participant

For travel distances between 2000 and 2999 KM: 395 EUR per participant

For travel distances between 3000 and 3999 KM: 580 EUR per participant

For travel distances between 4000 and 7999 KM: 1 188 EUR per participant

In order to check the distance, [click here](#)

We sincerely appreciate your cooperation in adhering to these guidelines and providing the necessary documents for reimbursement. Should you have any questions or concerns regarding the reimbursement process, please do not hesitate to reach out to us at adm.semetvol@gmail.com.

Thank you for your attention and for being a part of the Erasmus+ program.