



EU-PROMENS

Reimbursement Procedure

What is covered

Which costs we reimburse

Travels: we reimburse

Travel to reach Finland

- **Train:** a 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



Travels: we don't reimburse

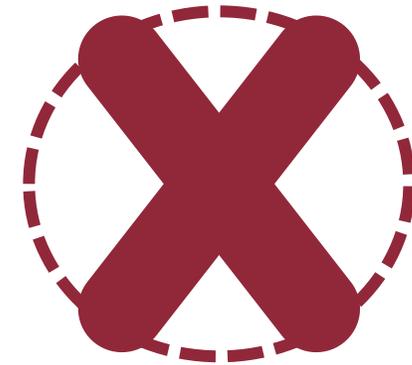
Travel to reach Finland 🇫🇮

- ✗ **Train:** 1st 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



Procedure

Steps for a smooth reimbursement



Gather all Receipts –

- Keep & collect all travel receipts and any necessary documents.
- If you don't have receipts, copies of your bank statement are accepted. Please make sure that these 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
- Rename Receipts according to the date used, in American format; e.g.: 10-27-2024



Fill in the provided Excel form –

- Use the file sent to you via email ("Travel Expense Report").



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

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

1

Gather receipts



Sort & Rename them according to the date used



Rename Receipts

Reimbursement	
PDF Documents	
 11-03-2024.pdf	
 11-04-2024.pdf	
 11-05-2024.pdf	
Spreadsheets	
 Travel Expense Report_NL-G1-21_Doe.xlsx	

*Rename it so it fits the American Format:
Month-Day-Year*

Like that it is sorted correctly.

You can also provide all pdfs in one file.

2

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
Eulenkrogstraße 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 provide proof. 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


Jane Doe _____ 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



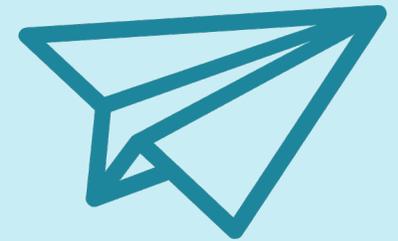
3rd Option: Print, sign, scan

- **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

4

Upload all

Go to our website





Send all Documents to the event manager

You have 2 Options here:

- **Option 1:**

Send all documents (travel expense report, if necessary Google maps screenshot, all receipts) to: rani.bil@gfa-group.de

- **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), 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
- If possible, 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 Eulenkrugstraße 82 22359 Hamburg Germany	Invoice Sender Darth Vader Deathstar Deathstar Poland
---	--

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

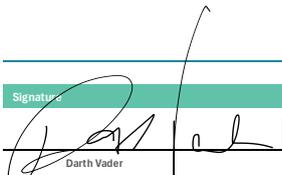
Project & Event Details			
Name:	<u>Mental Health Exchange Programme</u>	Start Date:	<u>24.11.2024</u>
Event type:	<u>1st Wave Exchange Programme</u>	End Date:	<u>07.12.2024</u>
Group No.:	<u>Group 2</u>	Destination:	<u>Netherlands</u>

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

Travel Costs that have been paid by You							
Reason	Date	notes	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 Yves 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:	<u>Netherlands</u>								
Daily Allowance (Arrival / Departure):	<u>32</u> EUR								
Daily Allowance (stay for 24hrs):	<u>47</u> 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:  Date: 06.12.2024

- Best
- 47 min
- 2h 3m
- 17 hr
- 4h 6m
-

○ Markendorf, Frankfurt an der Oder

○ Berlin Brandenburg Airport

+ Add destination

Leave now ▾ Options

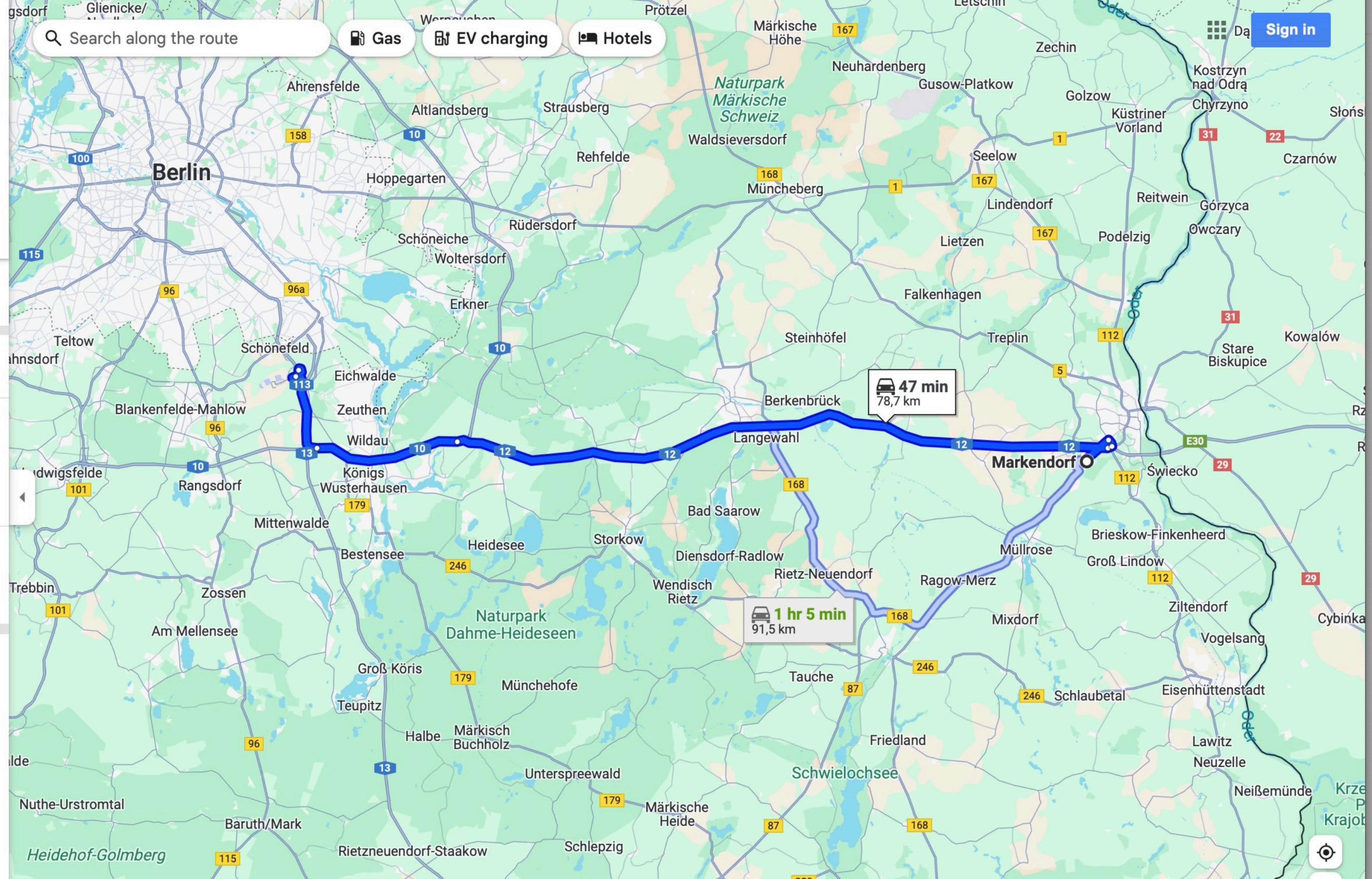
Send directions to your phone Copy link

via A12 **47 min**
Fastest route, the usual traffic
78.7 km
[Details](#)

via B87 and A12 **1 hr 5 min**
91.5 km

Explore nearby Berlin Brandenburg Airport

- Restaurants
- Hotels
- Gas stations
- Parking Lots
- More



Sign in



Enkele reis

2nd class
24-11-2024

Schiphol Airport
's-Hertogenbosch

DARTH VADER



SCAN CODE to open access gate.



FOLD HERE

Terms and conditions 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

FOLD HERE



Valid on

24-11-2024 € 19,10

Enkele reis
2nd class

Schiphol Airport
's-Hertogenbosch

DARTH VADER

Ticket no. E51514T898.DD1

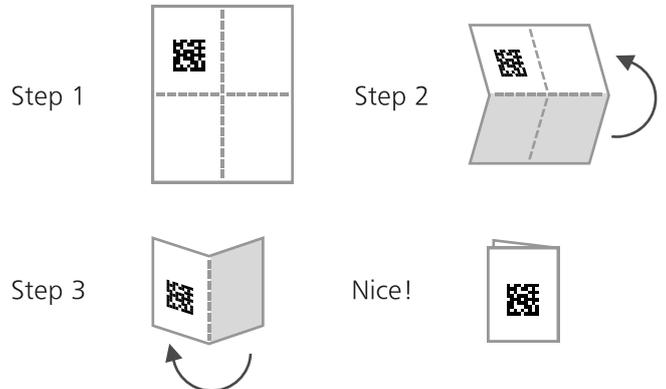


Keep your ID at hand.

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 sent to you on request. Please see ns.nl/terms-conditions. Disruption or delay? See how we help at 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**

Darth Vader

Death Star
12345 Death Star

IBAN DV234567890'2345679

BIC REVOLT21

Transaction

Date	Description	Money out	Money in	Balance
Nov., 26 2024	NS Bukaroo Straat <small>To: Westhaven Straat AB Card: 123456****7890</small>	€18.20		



Report lost or stolen card

+370 5 214 3608

Get help directly In app

Scan the QR code

Revolut Bank UAB is a credit institution licensed in the Republic of Lithuania with company number 304580906 and authorisation code LB002119, and whose registered office is at Konstitucijos ave. 21B, LT-08130 Vilnius, the Republic of Lithuania. We are licensed and regulated by the Bank of Lithuania and the European Central Bank. The deposits are protected by Lithuanian Deposit Insurance System but some exceptions may apply. Please refer to our Deposit Insurance Information document [here](#). More information on deposit insurance of the Public Institution Deposit and Investment Insurance (Viešoji įstaiga "Indėlių ir investicijų draudimas") is available at www.iidraudimas.lt. If you have any questions, please reach out to us via the in-app chat in the Revolut app.