EU-PROMENS

Reimbursement Procedure

Exchanges

GFA CONSULTING GROUP

Trimbos instituut
Netherlands Institute of Mental Health and Addiction

Mental Health Europe

Funded by the European Union

What is covered

Which costs we reimburse

Travels: we reimburse

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Travel to reach your destination

- ✓ **Train:** return 2nd class ticket (max. 350€)
- ✓ **Car:** €0.22 per km up to max. 200km 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



If you take a flight: Travel to reach the airport

- ✓ **All public transport**
- ✓ **Car:** €0.22 per km up to 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
- ✓ **Taxt/ 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

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Travel to reach your destination

✗ **Train:** 1st class tickets

✗ **Car:** distances more than 200 km one way, parking fees, car hire fees, driver, etc.

✗ **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

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Commuting from hotel to the locations

✗ **Public Transport:** weekends

✗ **Car:** distances outside the city, parking, tolls, tickets, fees

✗ **Taxt/ 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: valbona.zefi@gfa-group.de
- **Or** go to our **Reimbursement Website**
  Password: eu-promens-reimbursements-Travels

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Receipts



Sort them according to the order of your receipts

Eligibility of Receipts

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.

Our Finance Department will see your reimbursement sheet for the first time and they don’t know anything about our Event (dates, transport etc.). That is why everything must be written exactly as it appears on your receipt or statement, and in the same order.

MEANING:

- Please fill in your reimbursement form so that each row in the Excel sheet matches one item on your receipt or statement. Write one row for each amount on the statement. Do not combine expenses into one row.
    - For example, if your statement shows €2,80 for 8 April and €2,80 for 9 April, write two separate rows with these amounts. Don‘t round off or up!
- Use the date shown on your receipt or statement, even if it is different from the actual travel date.
    - For example, if your travel was on 30.03., but the receipt shows 01.04., write "01.04." as it appears.
- Start with the first item at the top of your statement and continue in order until the last item on the last page. Even if the dates seem out of order, follow the statement exactly.
- Please highlight or mark the date and amount on your statement if you didn’t blackout the rest.
- If possible, provide proof documents in English.

Rename Receipts

Reason	Date	notes	*Please insert km here and please **provide proof**. 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.

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Fill in Excel Form



”Travel Expense Report”

1. Fill in personal Information

Invoice | Travel Expenses 2024

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Funded by the European Union

Invoice Recipient
GFA Consulting Group GmbH
Eulenkrugstraße 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	Start Date:	Monday, 28. October 2024
Event type:	1st Wave Exchange Programme	End Date:	Friday, 8. November 2024
Group No.:	Group 1	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

Please use the exact amount. Don't round off or up! Example: 6,09€ is correct – 6€ is not correct

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	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 Ry to Yees Ry	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

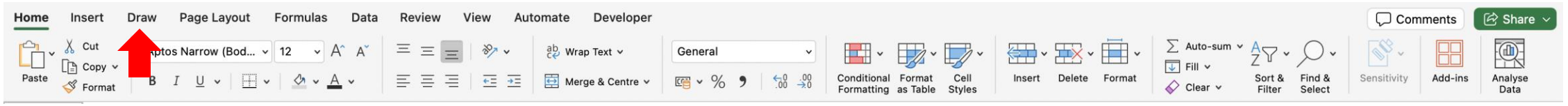
You have 3 Options:

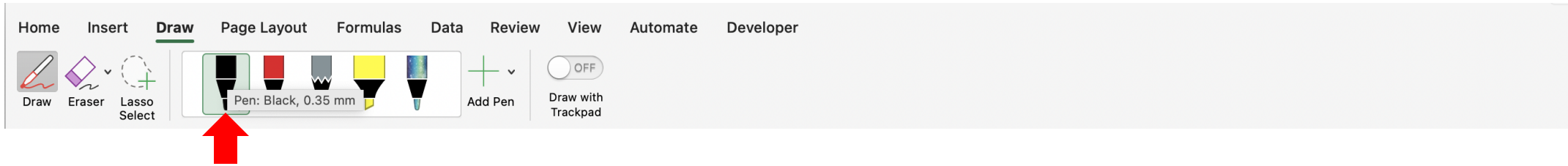
1. Sign with Excel
2. Convert to PDF and sign
3. Print, Sign and Scan (not recommended)

1st Option

Sign with Excel

1st Option: Sign with Excel







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

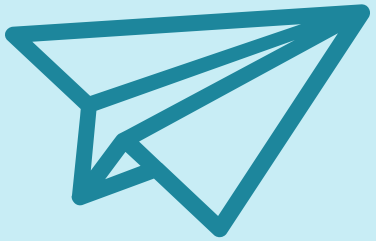
3rd Option: Print, sign, scan

- **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

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 (travel expense report, if necessary Google maps screenshot, all receipts) to: valbona.zefi@gfa-group.de
- **Option 2:**
  Go to our website: **https://eu-promens.eu/reimbursements**
  Password: eu-promens-reimbursements-Travels
- **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