

COMPULSORY DOCUMENTS FOR THE REIMBURSEMENT

Complete and attach this document to your mail,
ensure that you have enclosed ALL the documents listed below.
We also strongly recommend that you **keep a COPY** of all documents sent.

Sent your claim for reimbursement to :
CONSEIL DE L'EUROPE, Direction Générale IV
Division de la dimension européenne de l'éducation
A l'attention de Mme Hélène SCHMIDT
Avenue de l'Europe, 67075 Strasbourg Cedex, FRANCE

- the **claim form** for refund of travel expenses
- the **form of « Payement by bank transfer »** in triplicate (duly completed with your precise bank details). **Attention** : If the provided bank details are wrong and that, owing to this, the 1st bank transfer is rejected, the banking charges of the 2nd bank transfer will be chargeable to the participant. **The I.B.A.N. code is compulsory** for : Andorra, Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia and Montenegro, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, "the former Yugoslav Republic of Macedonia", Turkey, United-Kingdom. (I.B.A.N. : International Bank Account Number)
- a **document from your bank** showing your precise bank details
- your **report** : the report, of at least 1 500 words, must be typed and written in the working language. The number and title, your surname and first name should be on the 1st page) : reports not following these instructions will not be accepted. **Important** : We suggest that you send your report by e-mail. In this cas, do not attach its paper version to your claim for reimbursement.
 - o sent by e-mail on _____ to helene.schmidt@coe.int
 - o or here enclosed
- your **original flight ticket** (send imperatively the last page of the ticket or the « passenger receipt » showing the ticket price or, in case of electronic flight ticket, a copy of the e-mail confirming the flight details and the amount paid).
- a **copy of your bank statement** showing the payee and the amount paid (only if you bought an electronic flight or train ticket).
- the **original invoice** from your travel agency **DETAILING PRECISELY** the **price of your airline ticket**, the **travel agency fees** and **any other charges**. **Any invoice not detailing these amounts will not be accepted.** **Important** : It is strongly recommend to ask your travel agency for the original invoice when purchasing the flight ticket, **especially if you pay by cash**.
- your **original train ticket(s)**
- the **attestation from your travel agent** stating that you bought the least expensive ticket (for flight tickets only)
- other relevant travel documents** (original bus/shuttle tickets, etc.)
- the **original hotel bill** (if need be)