**EXPENSES CLAIM**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY NAME** | **LOCATION** | **DATES** | **CODE** |
| Consultative Forum 2023 | Brussels, Belgium | 28 – 29 March 2023 | **CF 2023**  **CARES T4.1**  **CETS** |

**Organisation:**

**Name:**

**Telephone:**

**E-mail:**

**We hereby request from Caritas Europa the reimbursement of the following expenses:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Transport Costs***  ***Means of transport*** | |  |  | | --- | --- | | **Detail** | **AMOUNT** | |  |  | |  |  | |  |  | | |  | | --- | | ***CURRENCY*** | |
| ***Other Costs***  ***(Hotel and Meals are paid by Caritas Europa during the event for registered participants and will not be reimbursted):*** | |  |  |  | | --- | --- | --- | | **Date** | **Detail** | **AMOUNT** | |  |  |  | |  |  |  | |  |
| ***TOTAL AMOUNT*** |  |  |

**Payment Data**

Account in the name of:

Account number / IBAN:

SWIFT/BIC Code:

Each request for reimbursement of travel expenses should reach Caritas Europa **strictly no later than 1 month after the event. Documents arriving after this date will not be taken into consideration**.

The expenses claim template must be accompanied by **all** **original invoices**, **boarding cards and flight tickets. (Not scanned documents, please).**

**Reimbursement of Travel and Accommodation expenses**

Caritas Europa will cover travel and accommodation expenses of the participants from Caritas organisations eligible for the funding covered by the CARES project: EU Countries + Iceland, Norway, and Turkey.

Caritas Europa Travel Support (CETS) conditions will apply for those Caritas participants from Member Organisations that are not eligible for a European grant (CARES or other). Participants from those Member Organisations can apply for a reimbursement of their travel costs according to the CETS rules.

Only 2nd class tickets of flights and trains can be reimbursed.

Taxi expenses must be reasonable and explicitly motivated if a reimbursement is requested.

We recommend spending with stewardship and book travels in advance.

Reimbursement ceiling for direct flights in the EU is 300 €.

Reimbursement ceiling for flights with transfer or further away is 500 €.

Flights more expensive will only be reimbursed after prior authorisation by the Caritas Europa Secretariat: send it to Marc Somers (msomers@caritas.eu).

**Rules for Reimbursement**

Each request for reimbursement of travel and accommodation expenses should reach the Caritas Europa Secretariat no later than 1 month after the event by postal mail or in hand.

The expenses claim template must be accompanied by the original invoices, boarding cards and flight tickets.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send your expenses claim together with the evidences to:

Caritas Europa

Marco Carnesecchi

Rue de la Charité 43

B-1210 Brussels – Belgium

[mcarnesecchi@caritas.eu](mailto:mcarnesecchi@caritas.eu)