

TRAINING COURSE

FOR FUTURE YOUTH EXCHANGE
GROUP LEADERS

REIMBURSEMENT GUIDE

HOW TO FULFILL THE THE EXCEL TABLE

When you will be fulfilling the table try to **be very specific**.

Remember that everything you put on the table need to have **confirmation on paper or digitally (check the next page where we are explaining it)**. **One row should contain should contain information about one step of the travel/one ticket.**

If you had cost in your **national currency** please just write the amount and the code, our financial department later will proceed the exchange rate regarding the **European Comission exchange calculator** (if you want to do this by yourself, you can check it [here](#). Remember to choose correct month regarding to the date from th ticket).

Be aware that if you spent more than is predicted in the budget per person **we cannot reimburse more than it stated in the project.**

REMEMBER TO ATTACH TO THE EXCEL
BANK DETAILS AND SIGN THE
DOCUMENT MANUALLY OR DIGITALLY.
(YOU CAN SCAN YOUR SIGNATURE AND
PASTE OR PRINT THE DOCUMENT, SIGN
AND SCAN IT)

THINGS TO HAVE INTO CONSIDERATION

TRY TO USE BANK ACCOUNT FROM EUROPEAN UNION LIKE REVOLUT. IF YOU WILL PROVIDE THE BANK ACCOUNT **OUTSIDE THE EU** THEN THE BANK **WILL CHARGE YOU THE SERVICE FEE** WHICH CAN AROUND 35 EUROS.

REMEMBER THAT WE DON'T ACCEPT BANK TRANSACTION CONFIRMATION NOR RECEIPT FOR PAYING BY CARD.

IF DURING THE TRAVEL YOU WILL BE CHARGED FOR EXAMPLE FOR EXTRA LUGGAGE. PLEASE ASK FOR A **PROPER RECEIPT** WHERE WE CAN READ THE PRICE AND **THE REASON** OF THE CHARGE.

ALWAYS ASK THE TRAIN/METRO MACHINE FOR A INVOICE (FACTURA IN SPANISH).

REMEMBER TO ASK THE BUS DRIVER OR TAXI DRIVER A RECEIPT (TICKET IN SPANISH) FOR YOUR TRIP.

WHAT DOCUMENTS ARE VITAL FOR US

FLIGHTS TICKETS:

to reimburse your flights we need a pdf or screenshot of the email with confirmation of the booking where we can see **YOUR NAME, FLIGHT DESTINATION, DATES, PRICE + THE BOARDING PASS.**

in case you lost your boarding pass please ask the flight company for justification letter that you have done this flight. You can contact customer service (like chat)

BUS, TRAIN TICKETS:

attach to the table the **TICKETS** or **INVOICES** where we can see the prices and dates. **BANK CONFIRMATIONS ARE NOT VITAL!!!!**

**ALL TICKETS SHOULD BE SCANNED
AND ATTACHED TO THE TABLE IN
ZIP/RAR FILE OR PDF FILE BUT SENT
IT IN 1 FILE.**

Otherwise you can block our mailbox.

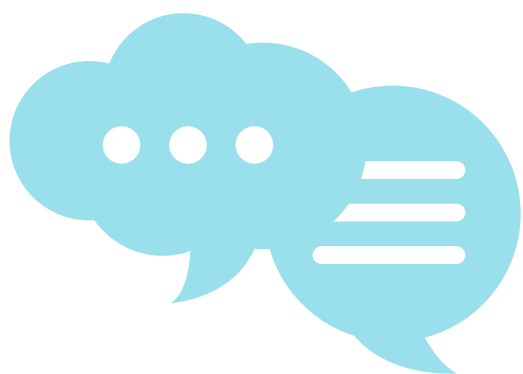
THE PROCEDURE

To explain you a little bit how the flow will look like:

- You will send us the email with **fulfilled** and **signed** excel file and attached ZIP/RAR/PDF file with **all** corresponding tickets, invoices, travel documents etc.
- Our financial department will check if the attached documents are vital and they will double check it with the table sent by you.
- If everything will be correct it will be sent to the Cazalla's accountant to proceed the reimbursement. You will be informed about that. If there will be any delay we will inform that in advance.
- If there will be any problem we will contact you to consult it or approve with you the changes.

**REMEMBER THAT WE HAVE
31 WORKING DAYS TO PROCEED
THE PAYMENT AFTER RECEIVING **ALL**
NECESSARY THE DOCUMENTS. IF THERE
WILL BE ANY DELAY WE WILL INFORM
THAT IN ADVANCE.**

CONTACT US



If you have any doubt please
write us

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