

Attachment 4 - Reimbursement procedure

How to fill out the NCP_WIDERA.NET reimbursement application form (DEBIT NOTE)

General rules:

The coordinator's office at the NCBR has, for the purposes of the NCP_WIDERA.NET project, created a travel costs reimbursement form (DEBIT NOTE).

- The reimbursable amount will be transferred into the institutional bank account of the organization which incurred costs.
- The reimbursement form is always processed in euros (€) and transferred to the bank account declared in the DEBIT NOTE.
- The reimbursed expenses may be transferred only to one bank account provided in the application form.
- The limit of the reimbursed travel expenses (flight/train + accommodation) is **1 000 EUR (one thousand euros) per one person from one organization.**
- Only the following cost categories will be reimbursed: travel – flights, trains, etc. (economy class), and accommodation.
- We are strictly bound by the Polish business travel expenses policy for public sector. According to these regulations, accommodation expenses are limited to the standard lodging costs applicable in Poland as specified in an annex to the Regulation of the Minister of Family and Social Policy of 25 October 2022 amending the regulation on the amounts due to employees of state or local government budgetary units for business travel.
- **DOCUMENTS:** To process the reimbursement, NCBR needs travel and accommodation documents, including invoices, hotel bills (**booking confirmations are not sufficient**), train or flight tickets, etc. The documents are required to be attached to the DEBIT NOTE.
- **CURRENCY CONVERSION:** If the currency of your payments is other than euro, please provide a confirmation of the exchange rate on the date of the purchase. The exchange rate should be specified in the reimbursement form (to 4 decimal places). A supporting document providing the source of, and/or the reasoning behind the rates used has to be attached (e.g. print screen of a bank's webpage, ECB exchange rate).
- **FLIGHTS:** Only economy class tickets are eligible for reimbursement.

- **TRAIN:** Only 2nd class tickets are eligible for reimbursement
- **BUS:** only international routes are eligible for reimbursement

Additional Information:

- Remember to keep all travel documentation (invoices, tickets, boarding passes etc.) until the reimbursement procedure is complete.
- After the meeting, please fill out the form (you can do it electronically), print it out, and sign it.

Please send the printed and signed form with copies of the invoices, bills etc. by post to the following address:

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National Contact Point Department (DKPK)
Katarzyna Buszkiewicz-Seferyńska
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00-801 Warsaw
Poland