

Checklist for Reimbursements

1. **Supporting documentation**

Enclose subcontractor invoices, time sheets, receipts and other relevant material.

2. **Reimbursement information**

Make sure to state which project, country and project leader the reimbursement is regarding.

3. **Project leader approval**

Project leader is the one responsible for gathering and approving reimbursements.

4. **Salary rates**

The hourly rate for salary cannot exceed €50 unless otherwise granted by the Task Force and formulated in the project contract.

5. **Subtract taxes and VAT**

Amounts applied for in the reimbursements must not include taxes/VAT.

6. **Deadline for submission**

Make sure to submit reimbursements before the following deadlines:

- April 8th
- July 6th
- October 9th
- February 1st

