**Request for Reimbursement**

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Hereby I,

  *Full name of beneficiary*

request the reimbursement for the below stated expenses for the following activities:

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|  |

*Name of activity/event, dates and location of the event*

Please transfer the **total amount stated in the table below** to the following bank account:

|  |  |
| --- | --- |
| Name of Account Holder: |  |
| Name of Bank Institution: |  |
| SWIFT/**BIC**: |  |
| Account Number/**IBAN:** |  |
| Currency: |  |
| Country: |  |

(Please note that depending on the country of your bank, we might ask for additional information on your bank account in order to be able to make a money transfer.)

**CIHLMU reimburses only in the currency stated in the invoices/receipts. Please list below the items purchased (one by one) and the individual cost in the respective currency.**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item/Type of Expense** | **Currency** | **Amount**  |
| 1 |  |  |  |
| 2 |  |  |   |
| 3 |  |  |   |
| 4 |  |  |   |
| 5 |  |  |  |
|  | **TOTAL** |  |  |

|  |  |
| --- | --- |
| *Place, Date* | *Signature of Beneficiary* |

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| Signature of project responsible at CIHLMU |

**Annex: Requirements for Reimbursements by CIHLMU**

1. **All invoices** stating the item purchased, the cost and the date of purchase for each single item
2. **A proof of payment** for each invoice. Valid proofs of payments are:
	* For payments in cash: a receipt stating the amount of money paid including the date of payment and currency. The scan must be readable and if possible in English!
	* For payments with credit card: a credit card statement showing the amount paid and the beneficiary
	* For payments via bank transfer: a bank account statement showing the amount paid and the beneficiary
3. The filled and signed **Request for Reimbursement** (page 1 of this document)
4. If applicable: a **signed list of participants** stating the date and name of the event, the names of all participants and their signatures
5. If applicable: An **agenda/program** of the event

**Please note that in case of not fulfilling these requirements; a reimbursement will not be possible.**