

## REIMBURSEMENT RULES for the Brokerage Events

The successful applicants of the travel grants shall be reimbursed on a personal basis after the completion of the trip and after MESTI receives all the documents mentioned below.

The grant is provided in the form reimbursement of expenses (based on actual costs) in the amount not exceeding 1000 EUR per participant.

Eligible costs: **Travel and accommodation**

A report template can be found [here](#) and at the bottom of this page.

Please note: Do not book any ticket or accommodation before you receive a positive answer to your application.

### Eligible cost items

The travel grantees are entitled to the reimbursement of the following cost items:

- 1) a round trip, economy class, air ticket;
- 2) hotel accommodation with arrival on the first day of the event or if no available flights on the day before, departure on the last day of the event, or if no available flights the next day. The accommodation allowance rates are based on the country where the event takes place. Detailed information on limitations and maximum rates will be provided in the official notification on your application.
- 3) public transportation fees for the trip from the airport and back as well as within the city from the hotel to the venue (busses, train, trams);

All trips must be organized trying to benefit from the most economical travel rates.

### NON-ELIGIBLE EXPENSES

The following expenses may never be claimed as travel expenses:

- Any expenses claimed on top of the daily allowance or long-distance travel such as: taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel, additional accommodation, or meals (lunch, dinner, etc.).

## **Invoicing and required documentation**

Required documents for reimbursement after the completion of the trip:

1. Personal bank account: official letter from the bank with all the details of your bank account for the money transfer (Bank account holder's name, official bank name, IBAN No., Swift code).
2. Copy of passport/ID
3. Activity report (available as a downloadable file in the announcement)
4. A copy of the air ticket itinerary
5. Receipt of payment of the air ticket
6. Copy of the boarding passes
7. Original Invoice for the hotel expenses;
8. Original public transportation tickets for the trip from the airport and back as well as within the city from the hotel to the venue and back -Please keep all ticket cards and their receipts if the price is not referred to on the ticket card.

The required documents to be submitted not later than 10 days after the completion of the travel.

Important notice: It is standard procedure to reimburse travelers after the completion of the trip and following receipt of all of the above-mentioned documents in each case. Failure to provide us with the required documents may result in non-reimbursement.

## **Address**

The grantees may send all supporting documentation to [qamile.sinanaj@rks-gov.net](mailto:qamile.sinanaj@rks-gov.net). In case the original documentation is not electronic, you may send it by registered courier to:

**At: Qamile Sinanaj**

**Ministry of Education and Science**

**Str. Agim Ramadani, 10000, Prishtina, Kosovo**

