

## REIMBURSEMENT RULES

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

Furthermore, in light of the preparatory process applicable for each travel grant, and before any expense is reimbursed, FORTH internal procedures require the following information for purposes of compliance with mandatory publicity rules at Transparency Portal (Diavgeia):

1. Personal bank account: a copy of the first page of your bankbook or an 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 Nr, Swift code)
2. Copy of passport/ID
3. VAT number

Applicants, after they are informed of the successful outcome of their application, may send all the above documents the soonest possible, to Maria Fasoulaki ([fasoulaki@praxinetwork.gr](mailto:fasoulaki@praxinetwork.gr)) and the proposed air-tickets and prices of accommodation.

**Reminder:** It is important not to issue any ticket or bill any hotel booking before we give you 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 **(accommodation & breakfast only, maximum limit 155€/per night including city taxes)**.
- 3) public transportation fees for the trip from the airport and back as well as within the city from the hotel to the venue and back

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

### Invoicing and required documentation

Required documents for reimbursement after the completion of the trip:

1. Activity report (available as a downloadable file in the announcement)
2. Copy of the air ticket itinerary
3. Receipt of payment of the air-ticket issued in the following details:

**Name: Foundation for Research and Technology – Hellas**

**Activity: Research Foundation**

**Legal seat: N. Plastira 100, 700 13, Vassilika Vouton, Heraklion, Crete - Greece**

**VAT Nr: EL 090101655**

4. Copy of the boarding passes
5. Proof of payment, e.g. print of e-banking for the specific transaction / POS printing receipt
6. Invoice for the hotel expenses (Accommodation & breakfast only, maximum limit 155€/per night including city taxes) issued in the following details:

**Name: Foundation for Research and Technology – Hellas**

**Activity: Research Foundation**

**Legal seat: N. Plastira 100, 700 13, Vassilika Vouton, Heraklion, Crete - Greece**

**VAT Nr: EL 090101655**

7. 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 on the ticket card**

**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 to non-reimbursement.

### **Address**

The grantees may send all supporting documentation to [fasoulaki@praxinetwork.gr](mailto:fasoulaki@praxinetwork.gr).

In case the original documentation is not electronic, you may send it by registered courier to:

**Att. Mrs. Maria Fasoulaki**

**Foundation for Research and Technology – Hellas / PRAXI Network**

**100, N. Plastira str., 700 13, Vassilika Vouton, Heraklion, Greece**

**T: (+30) 2810 391 967**

### **PRIVACY NOTICE**

*Please take under consideration that your abovementioned personal data is going to be used exclusively by FORTH for FORTH administrative and statutory legal purposes within the framework of performance of specific legal/contractual commitments, obligations with FORTH. No further transfer or disclosure shall take place unless required by law (e.g. in compliance with public sector mandatory uploading at the 'Transparency Portal'/ΔΙΑΥΓΕΙΑ (<https://diavgeia.gov.gr/en>)). Within this framework FORTH may retain the aforementioned data for as long as deemed as 'needed' for completing any such necessary data processing, including any such expenses' inspection, and audit(s).*

*FORTH is compliant with all legal procedures in respect of personal data processing, as set out in the applicable national and European law, and the EU Regulation on the protection of natural persons with regard to the processing of personal data (EU/2016/679). We would like to inform you that you have the right to access, the right of information, correction, update or even erasure of your aforementioned personal data in accordance with the aforementioned EU Regulation and applicable national laws. In addition, you have the right to file a complaint with the Data Protection Authority. In order to receive further information and to exercise your rights, you may contact the FORTH Data Protection Officer at [dpo@admin.forth.gr](mailto:dpo@admin.forth.gr)*

