**RECLAMATION OF EXPENDITURES FOR VISA RELATED COSTS**

**optional for all Grantees**

|  |
| --- |
| Name of Grantee: ...................................................................................................................................................................  Sending institution: ………………….................................................Country: ………....................………….....................  Receiving institution: ..........................................................................Country: ...................................................................... |

**Additional expenses in connection to my travel:**

|  |  |  |
| --- | --- | --- |
| **Cat. nr.** | **SPECIFICATION OF COST** | **COST (original currency)** |
|  | **Visa/ residence permit application fee** |  |
|  | **Travel to embassy\*** |  |
|  | **Travel to/from airport\*** |  |
|  | **Domestic/International travel** (*not arranged by the travel agency*)\* |  |
|  | **Document authorization/ notarization** (*if*  *required for visa/residence permit application*)\* |  |
|  | **Translation of documents** *(if required for visa/residence permit application)\** |  |
|  | **\*** |  |
|  | **\*** |  |
|  | **TOTAL** |  |

Each of the listed additional costs above must be supported by the original receipts and boarding passes. Without the original documents no no reimbursement will be considered.

Please mark the receipts with the correct category number, according to the list above. If you have other additional costs related to your travel that are not listed above, please indicate those on lines 7 and 8. Please provide us the bank details of your European bank account together with this form..

\* *The reimbursement of noted expenses will pe processed in case the respective budget per grantee allows it.*

**I certify that the costs specified above arose in connection to my travel as an Erasmus Mundus Action 2 Grantee.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grantee’s signature**