



CHECKLIST ICARUS MOBILITY GRANT

To make the administration of reimbursing travel expenses easier, we have made a checklist for you. Only if you can tick off ALL BOXES will we be able to process your reimbursement request.

Please note: The documents needed, can be turned in as scan (PDF) to:

caroline.maximoff@icar-us.eu

CHECKLIST:

- Original invoice of accommodation cost.
- Original invoice of flight costs. An online booking confirmation does not suffice.
- Boarding passes and/or train tickets.
- Evidence proving content relevance of the event must be provided (programme, agenda etc.)
- Proof of payment for all invoices and receipts you hand in (i.e. scans/copies of bank receipts, receipts of your organization's credit card)
- The ICARUS Reimbursement Form must be filled in correctly and fully completed. Make sure to double check your bank details. Also, the amount you wish to be reimbursed must be stated in EURO. Please make sure to provide proof of the applied exchange rate.
- The form including all of the above stated proofs must be provided within 4 weeks after the attended event. The documents may be scanned and send by mail as PDF.

Mileage allowance is not applicable.

Thank you!
ICARUS