

Reimbursement of T&S – costs: Read this carefully!

To get your T&S – expenses reimbursed, there are some considerations that need to be made, such as:

1. Within the AquaTNET project, there is agreed on **reimbursing real costs** only, that means:
 - ***per diem*** rates (of any kind);
 - ***ex-pat*** rates (of any kind);
 - ***man hours***are considered as non eligible costs, unless otherwise agreed upon from beforehand.
2. **Currency rates:**
eligible rates as they are found on ***oanda.com*** (calculated per day, for the day the costs were made)
3. **Proofs:**
 - From 01/07/2007 onwards, ***also invoices*** need to be detailed and documented ***with*** all the ***original proofs***
 - Whenever originals are processed in a ***local budgeting system***, ***clear copies*** are acceptable
 - If ***unavailable***, the requester has to provide a written and undersigned '***Declaration of Honour***', stating the proofs of the specific costs made are due to this and that reason unavailable for submitting and that the requester will not claim these costs for reimbursement from any other budget.
4. Ghent University has quite recently a new financial statute and now has a **VAT-number: BE 248.015.142**. This implicates that ***the number needs to be mentioned on all new invoices***, otherwise these will be considered ineligible !!
5. Only the ***lowest fares*** are eligible for reimbursement
6. A new invoice can be requested after disapproval of certain claims

This brings us to the **2 possibilities how to get your costs reimbursed**, of which the second one is the easiest and fastest one:

1. One ***fills in the form*** that was distributed by us and provides us with all the original receipts. Please make sure the ***bank data*** provided ***is*** the ***correct*** information and complete (***SWIFT and IBAN*** numbers make sure the actual payment will go much faster than via a normal bank transfer and are required). Use the forms attached and ***add the receipts***. Use this method ***only for the expenses you made personally*** and provide your ***personal bank account*** data. If a part of the expenses is made by your institute, then we advise you to use the second method, or to combine both methods.
2. If your Institute already has paid part of your costs, the best and fastest way of proceeding is as follows: ***claim all your eligible T&S costs to your institute and let them submit an invoice, accompanied with the original receipts. Don't forget to mention the UGent VAT-number (BE 248.015.142) on the invoice!***

Reclamation of costs of externals

This document can be used to:

- reclaim the costs you have made for account of Gent University
or
- claim a reimbursement for services provided.

For the reclamation of costs, please provide us of the following information:

Name:	
Surname:	
Home address:	
Country:	
Bank account number:	
Name of the bank:	
Address of the bank:	
IBAN-code:	
Swift/BIC-code:	
Bank-code:	
Self employed profession: <small>(in case of 'yes', please fill in your profession)</small>	

Nature of the claimed indemnification:

- repayment of the costs made for account of Gent University
- reimbursement for services provided

Amount of the claimed indemnification:

Professional character of the indemnification:

To be able to pay the costs, we need (in both cases) all the original documents concerning the costs or the services provided.

Signature

Date:

Please send this document back to:

Overview of proved costs

	Short description of the cost	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
	Total	

Exchange rate:

	Currency		Exchange rate	
1		=		EUR

Total in EUR