

## REIMBURSEMENT RULES for the DFKI study visit

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:** It is important not to book 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 116€/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 organized trying to benefit from the most economical travel rates.

### 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 Nr, 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. Proof of payment, e.g. print of e-banking for the specific transaction / POS printing receipt.
7. Copy of the boarding passes
8. Invoice for the hotel expenses (Accommodation & breakfast only, maximum limit 116€/per night including city taxes)
9. 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.

**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:

**Att: Qamile Sinanaj**

**Ministry of Education, Science, Technology and Innovation**

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

