**ANNEX 7**

**Fund for bilateral relations - Measure B-2**

**Collaboration and exchange of experience**

**PAYMENT REQUEST**

I, the undersigned, as legal representative of <name of the organisation> hereby request reimbursement of the eligible expenses incurred during the execution of the bilateral action contract nr. <contract number and date> concluded in order to carry out the partnership action <title of the partnership action>.

The requested amount is <*amount*>.

Please find attached the following supporting documents:

* *final report*
* *supporting documents for expenditure verification (receipts, invoices, boarding passes, contracts so)*
* *materials produced during the partnership action (ex. published materials, articles, pictures, if applicable);*

I, the undersigned, as legal representative of <name of the organisation>, being aware that false statements made in declaration are punished by the penal law, hereby certify that the information contained in this payment request is true, complete and accurate and can be proved by official documents which can be made ​​available to the Programme Operator.

|  |
| --- |
| Name and surname of the legal representative: |

|  |
| --- |
| Position: |

|  |
| --- |
| Stamp and signature of the legal representative: |

|  |
| --- |
| Date and place: |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Type of  expense[[1]](#footnote-1) | Contract3  (number/date) | Invoice  (number/date) | Provider  name | Total Value  Lei/Eur[[2]](#footnote-2) | Requested Value  Lei/Eur2 | Receipt3  (number/date) | Payment order[[3]](#footnote-3) (number/date) | Bank statement3  (number/date) |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |  |  |  |
| **TOTAL** | | | | |  |  |

|  |  |
| --- | --- |
|  | **Requested Value (Lei/Eur2)** |
| Subtotal transport and subsistence expenses |  |
| Subtotal fees |  |
| Subtotal other expenses |  |
| **TOTAL** |  |

|  |
| --- |
| Name and surname of the legal representative: |
| Position: |
| Signature(stamp) of the legal representative: |
| Date and place: |

1. As provided in the budget included in the application form (e.g. 1.1 International transport, 2.1 Fees for participation in conferences, seminars and workshops) [↑](#footnote-ref-1)
2. Only organization from Donor States can ask value in Eur. Romanian organization will use the exchange rate valid in the month when the payment was made (*see Applicant Guide chapter 7 Reporting and Payments)* and can be found on the following website: (<http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm> [↑](#footnote-ref-2)
3. If applicable (it will not be filled in for transport and subsistence expenses) [↑](#footnote-ref-3)