**ANNEX 5**

**PAYMENT REQUEST**

**Fund for bilateral relations – Measure B: Collaboration and exchange of experience**

**RO13**/**PA17 Promotion of diversity in culture and arts within European cultural heritage**

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: |

**Travel cost lump sum(s):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Boarding passes  (number/date) | Provider  name | Destination | No. of travel days/nights | Due lump sum according to MFE Order 1055/2014 | No. of persons travelling | Total lump sum(s)  (col. 5 x 6) | Final report submitted |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| **Subtotal travel costs lump sum(s)** | | | |  |  |  |  |

**International transport:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Invoice  (number/date) | Provider  name | Service  name | Total Value | Requested Value | Receipt  (number/date) | Payment order (number/date) | Bank statement  (number/date) |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| **Subtotal international transport** | | | |  |  |  | | |

**National transport:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Receipt  (number/date) | Provider  name | Service  name | Total Value | Requested Value |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| **Subtotal national transport** | | | |  |  |

**Travel insurance:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Invoice  (number/date) | Provider  name | Service  name | Total Value | Requested Value | Receipt  (number/date) | Payment order (number/date) | Bank statement  (number/date) |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| **Subtotal travel insurance** | | | |  |  |  | | |

**Accomodation:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Invoice  (number/date) | Provider  name | Service  name | Total Value | Requested Value | Receipt  (number/date) | Payment order (number/date) | Bank statement  (number/date) |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| **Subtotal accomodation** | | | |  |  |  | | |

**Per diem**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name of person | Destination country | Date and time of departure | Date and time of arrival | Period  days | Value per day | Total Value | Requested Value |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| **Subtotal per diem** | | | | | | |  |  |

**Fees for participation in conferences, seminars and workshops:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Invoice  (number/date) | Provider  name | Service  name | Total Value | Requested Value | Receipt  (number/date) | Payment order (number/date) | Bank statement  (number/date) |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| **Subtotal fees** | | | |  |  |  | | |

|  |  |
| --- | --- |
|  | **Requested Value** |
| Subtotal travel costs lump sum(s) |  |
| Subtotal international transport |  |
| Subtotal travel insurance |  |
| Subtotal local transport |  |
| Subtotal accomodation |  |
| Subtotal fees |  |
| Subtotal per diem |  |
| **TOTAL** |  |

\*The exchange rate to be used is the one valid on the month when the contract was signed and can be found on the following website: (<http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>

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