

Eligible expenditures

- flight tickets (to and from Prague)
- accommodation in Prague (limit - max. EUR 150 per night and max. 2 nights for person in total)

Requested documents for reimbursement

After the participation at seminar each donor project partner will submit a request for payment (specific form will be provided after the registration) to the Programme Operator including these obligatory documents:

- an invoice for the accommodation/flight ticket
- bank account statement or any other document demonstrating payment of these expenditures.

Eligible expenditures will be reimbursed directly to the donor project partner or to the project promoter (who can pre-finance the tickets and hotel for the donor partner). It is up to the agreement between project promoter and donor project partner.

All requested documents should be sent to the email: apolena.karasova@mfcz.cz and jana.thielova@mfcz.cz. After the approval of submitted documents the payment will be processed within 10 working days.