

Annex 5: SAMPLE LETTER FOR REIMBURSEMENT OF EXPENDITURE

Letter head of the Beneficiary Organisation

Claim Reference No.:-

Date:

Name of Project Leader,

Designation (Project Leader),

Name of Organisation,

Address of Organisation

Part A – to be filled in by the officer-in-charge accounts

NAME OF FUND– REIMBURSEMENT OF EXPENSES INCURRED/CLAIM FOR PAYMENT

The submitted documentation constitutes expenditure incurred by the **Name of Organisation** for services rendered in connection with the project **Project Reference number** titled **Project Title**. Expenditure amounts to € **amount in Euros including VAT**¹.

In this regard you are kindly requested to take the necessary action so that *reimbursement/payment* of the total eligible expenditure is effected.

Proceeds should be credited to;-

(in case of public entities)

(in case of NGOs)

Revenue Vote Number:

Account Number:

Line Item:

IBAN:

BIC:

Name of Officer (Officer-in-charge Accounts)

Part B – to be filled in by the Project Leader

Head,

Responsible Authority

The submitted documentation and covering form (*insert reference number*) are being referred for the necessary reimbursement/payment. All transactions are being certified as correct and **refer to expenses incurred in connection with the (insert project details)**.

Project Leader

Date

RA Doc. Reference No. 1

¹ In case of NGOs this should tantamount to 75% of the costs incurred.