



The Pestalozzi Programme
Le Programme Pestalozzi



COMPULSORY DOCUMENTS FOR THE REIMBURSEMENT

Follow this list **CAREFULLY**, complete and attach this document to your mail, **ensure that you have enclosed ALL the documents listed below**. We also strongly recommend that you **keep a COPY** of all documents sent.

Sent your claim for reimbursement by post to :
COUNCIL OF EUROPE, Directorate General IV
Directorate of Education and Languages
Pestalozzi Programme
For the attention of Ms H el ene LIMOUZIN
Avenue de l'Europe, 67075 Strasbourg Cedex, FRANCE

- the **claim form** for refund of travel expenses
- the **form of Payment by bank transfer** you have received by email and that should be filled in with your precise bank details, printed in triplicate and added to your claim for reimbursement. **Attention** : If the provided bank details are wrong and that, for this reason, the 1st bank transfer is rejected, the banking charges of the 2nd bank transfer will be chargeable to the participant.
The I.B.A.N. code (I.B.A.N. : International Bank Account Number) **is compulsory** for : Andorra, Albania, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, "the former Yugoslav Republic of Macedonia", Turkey, United-Kingdom.
- a **document from your bank** showing your precise bank details
- your **report** : the report, of at least 1 500 words, must be typed and written in the working language. The number and title, your surname and first name should be on the 1st page) : reports not following these instructions will not be accepted. **Important** : We suggest that you send your report by e-mail. In this case, do not attach its paper version to your claim for reimbursement.
 - o sent by e-mail on _____ to helene.limouzin@coe.int
- your original train ticket(s)**
- other relevant travel documents** (original bus/shuttle tickets, etc.)
- the **original hotel bill** (if need be)
- Flight ticket** :
 - o If you bought your flight ticket **on the Internet**, you should provide :
 - the original flight ticket (tickets, coupons, etc.),
 - the original invoice (if provided)
 - a copy of the email confirming the flight details and the amount paid,
 - a copy of your bank statement showing the payee and the amount paid.
 - o If your bought your flight ticket **in a travel agency**, you should provide :
 - the original flight ticket (the documents -tickets, coupons, etc.- remaining after your travel),
 - an attestation from your travel agency stating that you bought the least expensive ticket
 - a copy of your bank statement showing the payee and the amount paid (if you paid by credit card)
 - the original invoice provided by your travel agency DETAILING PRECISELY :
 - 1) the price of your airline ticket
 - 2) the travel agency fees
 - 3) any other charges.**IMPORTANT** : Any invoice not detailing these amounts will not be accepted. Moreover, it is strongly recommend to ask your travel agency for this original invoice when purchasing the flight ticket, especially if you pay by cash.