



The Pestalozzi Programme
Le Programme Pestalozzi

CHECKLIST

Compulsory documents for reimbursement

Up-dated on : 9 March 2012

Please ensure that you enclose **ALL** the documents listed below.

We strongly recommend that you keep a **COPY** of all the documents you send.

Send your claim for reimbursement by post to :
COUNCIL OF EUROPE
DGII Directorate of Democratic Citizenship and Participation
Pestalozzi Programme
For the attention of **Ms Lesley KING**
Bâtiment Agora, 1 quai Jacoutot
67075 Strasbourg Cedex, FRANCE

- the **claim form** for refund of travel expenses, completed and signed.
- the **Payment by bank transfer form** you have received by email to be filled in electronically with your bank details, printed in triplicate and added to your claim for reimbursement. **Attention** : If the bank details provided are wrong and the first bank transfer is rejected, any bank charges for a second bank transfer will be chargeable to the participant.
The IBAN code (IBAN : International Bank Account Number) **is compulsory** for : Andorra, Albania, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, "the former Yugoslav Republic of Macedonia", Turkey, United Kingdom.

Travel (attach the respective document or documents)

- your **original** train ticket(s)
- other relevant travel documents (**original** bus/shuttle tickets, etc.)
- Flight ticket** :
 - If you bought your flight ticket **on the Internet**, you should provide :
 - the **original** flight ticket showing the flight schedule;
 - boarding card stub(s);
 - the **original** invoice (if provided) **OR** the email showing how much the ticket cost **and** how it was paid.
 - If you bought your flight ticket **in a travel agency**, you should provide :
 - the **original** flight ticket (the documents -tickets, coupons, etc.- remaining after your travel);
 - a copy of your flight schedule;
 - an attestation from your travel agency stating that you bought the least expensive ticket;
 - the **original** invoice provided by your travel agency detailing:
 - 1) the price of your airline ticket;
 - 2) the travel agency fees;
 - 3) any other charges.**IMPORTANT** : It is strongly recommend to ask your travel agency for the original invoice **when purchasing** the flight ticket, especially if you pay by cash.
- the **original** invoice for visa fees and a photocopy of the visa page (if applicable)
- the **original** hotel bill **for extra nights** (if applicable; please also ensure your explanation for this claim is filled in on the form)