



**SUBJECT : REIMBURSEMENT LETTER FOR ASSOCIATED PARTNERS ETNA2020 Twinning Activities**

Dear ETNA2020 Associated Partner,  
this information is given to you following an invitation to ETNA2020 twinning activities.

ETNA2020 events, trainings and twinings are open to all members of the Associated Partners NCPs, however, there is limited budget to fund travels and expenses. It is therefore necessary to check your eligibility and to be aware of the selection procedure for funding.

Eligibility rules:

- Be officially appointed as Smart, green & Integrated Transport NCP by the relevant national authorities;
- Appointment should be published in the participant portal in the NCPs devoted section;
- In case of multiple Smart, green & Integrated Transport NCPs in one country agree on one representative;
- Be established in a Member State or Associated Country .

Selection of the Associated NCPs to get funding will be upon an Expression of Interest to the coordinator and task Leader (via email to [ETNA2020@apre.it](mailto:ETNA2020@apre.it) and [egabriel@research.org.cy](mailto:egabriel@research.org.cy) ).

Please make sure you are eligible for reimbursement before you express your interest to the coordinator and task leader of the twinning activities. Also please be aware that being eligible does not automatically mean that you will be selected for funding. Participating at your own costs is possible in most cases.

If you are officially selected to get reimbursement for your travel, you will receive a reimbursement form, which needs to be filled out directly after the travel.

APRE , as coordinator of ETNA2020, will consider to reimburse your flight ticket and travel expenses according to the following “reimbursement rules”.

All expenses must be anticipated by the NCP organization.

APRE will reimburse only the travel and subsistence actual costs of the NCP:

- ✓ Accommodation (maximum 150 € per night)
- ✓ meals (maximum 30 € per meal)
- ✓ flight ticket (economy class)
- ✓ public transport
- ✓ taxi
- ✓ VISA

In order to obtain reimbursement, APRE will need all the original supporting documents for the travel, including flight tickets and boarding cards or train tickets (depending on the means of transportation used), as well as the accommodation invoices, all relevant receipts and the debit note.

Following your participation to the event, you will be requested to send APRE a short report on the outcomes of your participation (report on twinning activity).

For costs claimed in currencies other than Euro, APRE will apply the conversion rate according to art. 20.6 of the H2020 EC Grant Agreement.

The eligible expenses will be reimbursed via bank transfer.

