**Erasmus+ ELA-project 573540-EPP-1-2016-1-BE-EPPKA2-CBHE-JP**

*To be completed in* ***English*** *by each person benefiting from a grant*

*The costs for getting visa will be reimbursed to a representative of each partner institution that applied for visa to attend a project event upon presentation of the original receipts and a copy of all the visa for the participants of that particular partner institution.*

**REPRESENTATIVE RECEIVING THE REIMBURSEMENT FOR VISA IN CASH ON BEHALF OF ALL THE APPLICANTS OF THAT PARTICULAR INSTITUTION**

Sex (Mr./ Mrs.): ……………

Surname : ……………

Forename : ……………

Date of birth: ……………

Address: ……………

Home institution : ……………

Staff position at your institution: ……………

**THE ACTIVITY**

 [ ]  *International internship*

**GRANT DETAILS**

***Reimbursement VISA costs are paid for by the grantholder***

|  |  |
| --- | --- |
| Exchange rate used = 1 euro  | CASH Amount in Euro for visa |
| Amount paid by the Grant holder institution |
| **TOTAL CASH** |  |

SIGNATURE OF THE REPRESENTATIVE - *sign here as proof of receipt*

Forename and Surname: Signature:

………………………… …………………………

Date : …………………………