

FINANCIAL RULES FOR THE MINORITY MESSENGERS PROJECT



A. Before the visit

- Send a detailed list of all your costs and a general plan for the visit to mmsteeringgroup@yeni.org
- Buy the tickets only when you get an approval for the visit.

B. After the visit

- Fill in expenses claim form. Use this [video](#) for help.
- Attach all your **original** boarding passes and original and **readable** tickets, receipts/invoices. We do not accept scans or copies.
- Staple or tape all original receipts on a4 paper and number them according to expenses claims form order.
- Print the form and **personally date** and **sign it**.
- Make copies of the documents for your own personal archive.
- Send the form and original tickets (within two weeks after the visit) to:

Youth of European Nationalities
Postfach 640228
10048 Berlin

You will only be reimbursed if:

- ✓ You send the information about your expected costs to the Steering Group BEFORE your visit
- ✓ You comply to all the travel rules mentioned in this document.
- ✓ You hand in all **other necessary documents** (complete evaluation form, questionnaire - if applicable)
- ✓ You send your reimbursement form and all needed documents to the YEN Office within two weeks after the end of the visit. Once the deadline has passed, no reimbursement will be done. No exception will be made.
- ✓ You personally date and sign the reimbursement form.
- ✓ **You attach all your boarding passes.**
- ✓ You attach all **original** and **readable** tickets and receipts/invoices. We don't accept scans or copies.
- ✓ The expenses' receipt clearly mentions the **date** and **price**.
- ✓ When notified that the reimbursement form cannot be accepted as presented, one week is given to forward the necessary justification.

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Travel arrangement and reimbursement

Minority Messengers need to make their own travel arrangements, however if you need help don't hesitate to ask. Travel costs will be reimbursed by the Youth of European Nationalities (YEN) after receiving the expenses claim form and original tickets.

Rules and Required documentation

If you travel by **Plane**:

- Original boarding pass (in case of return travel don't forget to send both boarding passes).
- Original booking confirmation, invoice or receipt issued by travel agency or airline company clearly indicating the amount paid and the currency used.

If you travel by **Bus or Train**:

- Original ticket.
- If the ticket doesn't state the amount paid and currency used, you also need to attach the original receipt, invoice or booking confirmation that clearly states the above.
- Use local public transport (tram, bus, train). Taxis are not counted as local public transport and will not be reimbursed.
- Metro/tram tickets have to be purchased separately (one trip at a time). Do not buy a 10 trips ticket if you are not going to use them all. We need original tickets and receipts for each of the ticket proving the payment.

If you travel by **Car**:

- Travels by car will be reimbursed by a rate of 0.10 € per km.
- Car rental, road tolls, and vignettes **will not** be reimbursed.
- Attach a route map that clearly shows your driving route in km.
- When filling in the expenses claim form you need to add the distance and calculate the costs by yourself. The distance in the form has to match the number shown on the route map.

Required documentation for Accommodation

- Proof of payment **and** invoice from the hotel/hostel needs to be provided. Booking confirmation does not suffice.

For all questions related to travel and reimbursement, please contact office@yeni.org