

UFFIĊĊJU TAD-DEPUTAT
PRIM MINISTRU
MINISTERU GĦALL-AFFARIJJIET EWROPEJ

SEGRETARJAT PARLAMENTARI GĦALL-
PRESIDENZA UE 2017 U GĦALL-FONDI
EWROPEJ



MALTA

OFFICE OF THE DEPUTY
PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT FOR THE
EU PRESIDENCY 2017 AND EU FUNDS

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

To: All entities involved in travel in connection with Territorial Cooperation Programmes and the ENI CBC Med Programme

From: The Territorial Cooperation Unit (TCU), Funds and Programmes Division (FPD)

Date: 23 May 2017

Ref: Circular 02-2017

As the national contact point of the above - mentioned Programmes, the TCU within the FPD is responsible for compiling the claims for reimbursement, encompassing the documentation in relation to expenditure incurred under the Technical Assistance budgetary allocations. In this regard, with specific reference to travel, the following documents should kindly be furnished to the TCU within 15 days of the respective trip/s:

- The meeting's agenda, or an invitation to the meeting, if the agenda is not available;
- The quotations in connection with the air tickets;
- Boarding passes and travel tickets. Note that both the traditional as well as the printed electronic boarding passes are acceptable. Similarly, e-tickets are acceptable also;
- Invoice/s issued by the travel agent and the respective receipts;
- The travel report, which is being annexed to this Circular (please refer to Annex 1);
- Any other document as per the Programme's Manual, given that the requirements on a Programme level might vary according to the Programme.

With regard to per diem allowance, the following documents are kindly being requested:

- A copy of the Funds Transfer Report and a copy of Debit Advice from the Central Bank of Malta (in case of public officers) or any other commercial bank account (representing the amount credited to the payee's account);
- A signed declaration by the person who has received the per diem allowance, confirming that the money has been received;
- All other receipts such as Taxi / Metro / Bus receipts in connection with contingency expenses. Note that any metro tickets should be validated. Also, if the ticket does not

Parliamentary Secretariat for the EU Presidency 2017 and EU Funds
Triq il- Kukkanja, Santa Venera. SVR 1411
TELEPHONE: +356 2200 1108 FAX: +356 2200 1141
WEBSITE: www.eufunds.gov.mt EMAIL: fpd.meaim@gov.mt

indicate the amount that was paid, either the metro ticket receipt should be presented or the related documentation from the official website of the concerned metro service should accompany the presented metro ticket, highlighting the paid tariff;

- The subsistence statement of expenditure (please refer to Annex 2);
- Any hotel invoices as well as the respective receipts;
- Any other document as per the Programme's Manual.

The FPD shall proceed with the compilation of the respective claim for reimbursement purposes, for onward transmission to the pertinent Programme Authorities, once all the documents being requested are at hand.

I thank you for your collaboration and extend my best regards,



Carmen Dalli
Director, Programmes and Projects