



REIMBURSEMENT PROCEDURES FOR MICRO GENERAL ASSEMBLY GRANTS

Micro General Assembly Grants are small lump sum amounts paid to members in reimbursement form; i.e. the micro-grant is paid **after** the activity has been implemented and/or concluded. To receive the payment of the Micro General Assembly Grant, the Members shall send to the MCAA the Reimbursement Form (<https://www.mariecuriealumni.eu/form/micro-travel-grants-reimbursement-form>), to be filled in via the web-portal and attaching the required documents – **an electronic version (e.g. PDF scan) of the documents is sufficient.**

NB: Although original (paper) receipts are not required to be submitted at the time of the reimbursement request, members are obliged to keep them for a period of at least five years, as the MCAA and/or the EC may, at any occasion, ask for them for auditing purposes.

Payments of expenses will be made by MCAA within one month from the date of reception of all documents required, and **only through a bank transfer to an account held by the Members in their own name.** Proof of payment will be sent by e-mail to the Members as soon as it is made.

NOTE: As specified by the European Commission rules, “any banking fees charged for money transfers or for currency exchanges or for any other similar reason shall be deducted from the sum to be paid to the members who receive the micro-finance payment”. i.e. the MCAA cannot use money from the EC to cover any such financial charges, and cannot increase any Grant to cover such costs, so members are advised to check with their bank in advance and to choose a payment channel that minimises any such ‘banking fees’.

No Micro General Assembly Grant will be processed, unless:

- **You provide the MCAA with the required documents, as follows:**
 - **Travel tickets** (e.g. PDF scan) or declaration with route if travelling by car – **boarding passes are mandatory;**
- **You attend the General Assembly 2017 (mandatory)** - please do not forget to **sign the attendance list** at the venue, as this will prove your participation.

In case of any question please address the MCAA through mcaa.support@inovamais.eu.