|  |  |
| --- | --- |
| **HR-INNO - Business Development, Innovation and SMEs**  |  Country: **Croatia** |

**REQUEST FOR REIMBURSEMENT OF TRAVEL SUPPORT**

**I.GRANTEE’s SECTION**

1. NAME OF LEGAL ENTITY: *(please type in full name of the applicant organisation)*

2. Mobile NUMBER:

3. TYPE: (*enterprise, NGO, research institution etc., please specify)*

4. ORGANISATION NUMBER: (Court Register for Croatian entities)

5. Address of the organization:

6. FIELD OF ACTIVITY: *business/sector area of interest*

7. AMOUNT REQUESTED **in EUR**:

8. FINANCIAL IDENTIFICATION FORM: *see Annex 2*

9. TRAVEL REPORT: see Annex 1 (*travel documentary evidence included*)

10. De minimis aid declaration: *see Annex 3*

**I hereby certify that all the information in this document, including its annexes, is accurate and complete.**

NAME OF LEGAL REPRESENTATIVE:

SIGNATURE: DATE:

*This reimbursement form, together with annexes 1, 2 and 3, is to be filled in,* ***printed,******signed, dated*** *and* ***scanned to****:* CRO.Innovation@innovationnorway.no *with subject* ***“Travel Support – Request for Reimbursement”***.

*For Croatian applicants, the entities should also submit* ***a copy of the relevant certification of company status*** *issued by the relevant authority.*

**II. INNOVATION NORWAY’S SECTION**

 PAID IN EUR (order faxed herewith/informed by e-mail)

 REJECTED (see letter attached for reasons for rejection)

CASE HANDLER:

DATE:

SIGNATURE:

**ANNEX 1 – TRAVEL REPORT**

**NAME OF LEGAL ENTITY:**

**DATE OF MISSION:**

**PLACE OF MISSION:**

**BUSINESS SECTOR& FOCUS AREA:**

**NAME AND CONTACT DETAILS OF PARTNERS VISITED, country visited:**

**…..**

**MAIN PURPOSE OF MISSION:**

*Include name of participant(s)*

**…..**

**MAIN OUTCOME OF MISSION:**

**…..**

**ATTACHMENTS (documentary evidence of your travel):**

**Confirmation of completed travel from travel agent/airline company, ticket/boarding card or similar.**

**SIGNATURE:**

**ANNEX 2 – FINANCIAL IDENTIFICATION FORM**

(please fill in using BLOCK CAPITAL letters)

**ACCOUNT HOLDER**

**NAME OF LEGAL ENTITY:**

**VAT NUMBER:**

**BANK**

**BANK NAME:**

**BRANCH ADDRESS:**

**ACCOUNT NUMBER:**

**IBAN:**

**BIC/SWIFT:**

