



**INTERALLIED CONFEDERATION OF RESERVE OFFICERS
CONFEDERATION INTERALLIEE DES OFFICIERS DE RESERVE**

**PROCEDURE AND REQUIREMENTS FOR NATO FINANCIAL ASSISTANCE
FOR MEDITERRANEAN DIALOGUE COUNTRIES (MD)**

Reimbursable expenses:

- international and local travel
 - airfare on Economy class if air travel was actually used or
 - the cheapest fare if other modality of travel was used
 - public transport (strictly related to the mission)
 - taxi, if late arrival/early departure or the duration of duty justifies it
- accommodation in average category hotel
- meals strictly related to the mission
 - breakfast in a hotel (NOT minibar)
 - lunch and dinner in any sort of restaurant
- visa
- conference fee

Any expense not listed above can not be reimbursed.

Timeframe of reimbursement:

- Only from 1 day before the starting date of a subject activity to the day after the closing date
 - breakfast can be accepted on the day before the event when arrival occurs in the early morning
 - dinner on the day after completion in case of late departure due to flight schedule
 - accommodation can be paid by NATO within the above mentioned timeframe
 - exemptions from the rules occur when the requestor justifies that no normally acceptable flights were available within the indicated period of time, but this must be mentioned in a separate letter of explanation.

- Any financial assistance must be requested in an official letter 30 DAYS PRIOR to the respective activity (this letter must be accompanied by a fully completed financial assistance request form)
- Reimbursement can be obtained upon a formal financial reimbursement request with only original invoices attached. This request should be sent to NATO at the earliest possible time.

Requirements in accordance with documents and vouchers:

- The content of any bill or invoice must be clearly recognizable, confusing invoices will be rejected
- Only ORIGINAL invoices, taxi bills (attestation), restaurant bills (with the vendor's data, date, amount and meals served) – TVA notes are not invoices, therefore will be rejected
- Overwritten or corrected invoices are not acceptable
- Details on invoices must be genuine and not exaggerated
- In case of air travel an original invoice issued by the travel agency or by the airlines is required, with the photocopy of the tickets attached
- Both the assistance and reimbursement request must be signed and stamped by national authority, who can not be any of the participants of the subject activity
- Basically only governmental accounts are accepted for reimbursement, but in very exceptional cases, with the full justification and official authorization from the requestor authority, private bank accounts can be applied.

In this regard, and in accordance with the financial documents, National Authorities are kindly reminded that granting of any NATO financial assistance is an exception to the self-funding principle, which constitutes the basic principle of the financing policy.

1. The FINANCIAL ASSISTANCE REQUEST FORM is designed to identify: number of participants (not their names), approximate cost estimate, bank details and it MUST be accompanied by official letter in order to clarify the level of requesting subsidisation (basically it is 80%, but in some circumstances it can be more, up to 100%).

Please note that without mentioning the level of financial assistance needed, it would be defaulted to 80% as it is set out in NATO's Outreach Funding Policy.

According to the basic principle in NATO's Outreach Funding Policy, assistance to Partners should not exceed 80% of the estimated combined total costs for Partner participation in various activities. Exceptions to this general rule are allowed within

approved budgets for selected countries and for selected events. However, exceptions should be only allowed for obvious political or economic reasons.

In compliance with official procedures **this request must be presented 30 days prior to course**, otherwise no reimbursement will be possible.

The Financial Assistance Request form must be sent to Dr. Isabella Zanetto at isabellazanetto@outlook.com

2. The FINANCIAL REIMBURSEMENT FORM must be presented after the course has taken place and all exact information on expenses with bills and original invoices attached to that. This form is usually presented via Nations' Embassies or Missions to NATO to the Action Officer in charge:

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Maj (OF-3) HUN AR
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Office: L8-0173
email: kavasanszki.gabor@hq.nato.int

Attachments:

- Financial Assistance Request Form MD (1 page)
- Financial Reimbursement Request Form MD (1 page)

FINANCIAL ASSISTANCE REQUEST FORM
(to be attached to the official request for financial assistance)

ACTIVITY IDENTIFICATION

PCM reference		Date	
NATO Action Authority		Place	
Activity name			

PARTICIPANT IDENTIFICATION

Partner Nation			
Surname		First name ¹	
Rank/Service ¹		ID/Number ¹	

ESTIMATE OF EXPENDITURE¹

Travel		Meals & Lodging		Others	
Total			<u>Currency requested</u>		

BANK IDENTIFICATION FOR REIMBURSEMENT²

Beneficiary	
Bank name&number	
Bank branch name& number	
SWIFT code	
IBAN code	

PARTNER NATION AUTHORISATION

Position		Date	
Name		Signature & stamp	

NATO AUTHORISATION³

Number of authorisation		Action officer	
Level of subsidisation		Signature	

¹ If a list of participants is attached, the total estimated expenditure shall be indicated here

² **Unless each cell is completed, we are not able to remit the reimbursement**

³ This part has to be filled by the NATO action officer. Submitting the Financial Reimbursement Request Form, please refer to the number of authorisation if has been received any.

FINANCIAL REIMBURSEMENT REQUEST FORM

(to be attached to the official request for reimbursement)

ACTIVITY AND PARTICIPANT IDENTIFICATION

PCM reference		Date	
NATO Action Authority		Place	
Activity name			
Partner Nation		Number of Authorisation	

COSTS AND VOUCHERS⁴

(documents - to be attached)

Travel		Original <u>or</u> copy plus vendor's original statement on price
Meals		Original (Recognizably food and drink only!)
Lodging		Original
Others		Original
Total		

PARTNER NATION AUTHORISATION

Position		Date	
Name		Signature & stamp	

COSTS REIMBURSED⁵

Travel		Level of subsidization	
Meals & Lodging.		Action officer	
Others		Signature	
Total		Date	

⁴ Indicated here total expenditures in their original currency. Do not make exchange calculations!

⁵ This part has to be filled by the NATO action officer.