



## Guidelines for reimbursement of travel costs

For those participants whose travel costs will be covered by the Task Force Fostering and Building Human Capital, please mind the following information:

Due to organisational reasons, reimbursement of travel costs is possible only upon submission of original receipts and documents:

- **original receipt of the travel agency**
- **and the original flight/bus/train ticket**

Reimbursement will be made in EURO to the account number provided by you.

Sending your request, please include the following bank information:

- bank account number / IBAN
- account holder
- address of account holder
- name of your bank
- address of your bank
- swift code / BIC of the bank (8 or 11 digits)

Please send your request for reimbursement including all relevant documents to the following address:

KulturKontakt Austria  
Jörg Mirtl  
Universitätsstraße 5  
1010 Vienna  
Austria