



Grant Reimbursement Application



Please complete this form and email it together with all the receipts to isprmoffice@aimgroup.eu in order to receive the reimbursement for expenses related to your participation at the 16th ISPRM World Congress in Lisbon, Portugal.

NOTE: All expenses must be converted to **EUROS**.

CONGRESS REGISTRATION FEE:

- CATEGORY OF REGISTRATION:** ISPRM Member - Low and Low Middle Income Countries + USPRM - Ultrasound Basic Course (2 - 3 July)

SUBTOTAL: € 350+500=750

AIR TICKET FARE (ORIGIN – DESTINATION) *exclusively economy class* :

- ONE WAY MARRAKESH-LISBON
- ROUND TRIP _____

SUBTOTAL: € 250

TRANSPORTATION (ORIGIN – DESTINATION):

- BUS LISBON AIRPORT to Congress Venue
- TRAIN _____
- TAXI _____
- OTHER _____

SUBTOTAL: € 10

ACCOMMODATION (*reimbursement is only granted for the nights of 3-9 March 2020*):

- HOTEL _____ CHECK IN _____ – CHECK OUT _____
- AIRBNB Lisbon B&B CHECK IN 2 July – CHECK OUT 7 July
- OTHER _____ CHECK IN _____ – CHECK OUT _____

SUBTOTAL: € 450

FOOD (35 EUR per day max.) / POSTER PRINTING SERVICE/ VISA FEE/ OTHER (SPECIFY) : food and poster printing

SUBTOTAL: € 340

TOTAL EXPENSES: 1.800 EUR / AMOUNT TO BE REIMBURSED _____ EUR

I HEREBY CONFIRM THAT ALL THE EXPENSES DECLARED ARE RELATED TO MY PARTICIPATION AT THE ISPRM CONGRESS IN LISBON, PORTUGAL..

DATE: 03.03.2022

FIRST NAME: JOHN

FAMILY NAME: DOE

SIGNATURE:

_____ *sign here*



IMPORTANT INFO. ON HOW TO SUBMIT AN ACCEPTABLE REIMBURSEMENT REQUEST

1. ISPRM will reimburse ONLY expenses related to its congress days (2nd – 7th July 2022). However, for reimbursement of flight tickets, the dates are flexible.
2. FOOD EXPENSES: A per diem will be stipulated and you can receive reimbursement for food that totals up to 35 EUR / day (RECEIPTS MUST BE SUBMITTED).
3. Reimbursement is usually done AFTER the congress with the complete form and ALL receipts submitted TOGETHER. However, if needed, before the congress we can ONLY reimburse for congress registration and flight tickets AFTER the applicant receives the travel visa (if needed).
5. Complete the form correctly and in detail.
6. Please name/label each receipt as per category, e.g. "FOOD", "HOTEL", "TAXI", etc. or submit as a single PDF:
 - Merge images (jpeg) into one PDF: <https://smallpdf.com/blog/merge-jpg>
 - Merge PDFs into one: https://www.ilovepdf.com/merge_pdf
7. Remember that an invoice is NOT a receipt. You can send an invoice with details but you must also submit a receipt proving payment.
8. NO handwritten receipts, please.

Feel free to email us if you have any questions!

isprmoffice@aimgroup.eu

After you submit this application, we will review your receipts. If there are no issues, we will reimburse you for the total indicated via bank transfer within 2-3 weeks. **Please provide the details below to receive the reimbursement:**

1. Account Holder's name (Person or Company):
2. Account Holder's Address (street and number, postcode and city, and country):
3. IBAN / ABA:
4. Exact BIC (SWIFT):
5. Account Number:
6. Bank's name:
7. Bank address (street and number, postcode and city, and country):

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