



GUIDELINES CONDITIONS FOR REIMBURSEMENT OF ONLINE CIMPA COURSES

You received a letter of acceptance concerning a request for CIMPA Courses which indicates the type of expenses that will be covered by CIMPA. Find below further details on these expenses and the instructions to follow to get reimbursed. Only expenses incurred will be reimbursed, no more than the amount indicated in the letter.

INSTRUCTIONS FOR REIMBURSEMENT OF THE LECTURER: In order to receive the reimbursement of the CIMPA financial support, after your return home you must send the following documents:

- The report in pdf format (file REPORT.pdf),
- The completed CIMPA BANK INFORMATION FORM,
- A copy of your ID,
- A certification of non-payment by your institution if they did not support your travel,
- transport bill and boarding passes,
- the invoice of the hotel (if we don't take it for you),
- the invoices of your daily expenses

either by email (if they are purely electronic documents) to admin@cimpa.info or by registered mail (we will pay you back for the cost of this delivery) to:

CIMPA
28, Avenue Valrose
Campus Valrose – Bât. Dieudonné II
06108 Nice Cedex 02
France

INSTRUCTIONS FOR REIMBURSEMENT OF THE INSTITUTIONS: In order to receive the reimbursement of the CIMPA financial support, you must send the invoices of the equipment you bought (we will pay you back for the cost of this delivery) by registered mail to:

CIMPA
28, Avenue Valrose
Campus Valrose – Bât. Dieudonné II
06108 Nice Cedex 02
France