**Application for Reimbursement for participation to MC**

To the MA of the

Italy-Croatia CBC Programme

….

I/We hereby ask the reimbursement of expenses incurred for participation to the following Italy-Croatia CBC Programme Monitoring Committee meeting/s :

MC meeting Date\_\_\_\_\_\_\_\_\_\_\_\_ Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MC meeting Date\_\_\_\_\_\_\_\_\_\_\_\_ Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For (*choose the relevant voice, according to the case)* myself/the following participant:

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Surname Name

Fiscal Code/OIB|\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_|

who participated as[[1]](#footnote-1) |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_|

of the Body[[2]](#footnote-2) │\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_│

for this purpose, are here attached:

* Detailed report of the costs for travel and accommodation of the travel costs, according to the model provided “Travel costs format MC\_meetings”, duly filled and signed by the participant to MC;
* “personal data form” concerning the persona of the Administration/Institution asking for reimbursement, duly filled and signed, together with a copy of a valid identification document of the subscriber; the applicant has to indicate the bank account for transfer (no cheques or cash payments);
* proof of expenditure for travel and accommodation (e.g. invoice of travel agency, flight or train tickets, boarding pass, hotel bills).
* in case of application submitted by Administration/Institution: authorization of mission of the employee and proof of reimbursement by the Administration/Institution of the costs borne directly by the participant to the MC;
* in case of application submitted directly by the participant, a declaration that no reimbursement of the same expenditures has been already obtained by other Bodies has to be added in the application;
* proof of payment, where relevant.

I, the undersigned, hereby declare, aware of administrative, civil and legal consequences related to false statements (D.P.R. n. 445/2000) that the above stated is true and the attached expenses have been effectively supported in the framework of the approved participation to the MC meeting.

(\*)

Place Date Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(\*)** The declaration to be valid has to be accompanied by a valid identification document of the signatory or the signature has to be made following the requirements of art. 38 of DPR 445 of 28/12/2000.

**Privacy disclaimer according to art. 13 of the Regulation (EU) 2016/679 (GDPR - General Data Protection Regulation)**

This information is given in accordance with Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

The personal data provided by this application will be filed on paper and digital support and the processing will be made with manual and digital procedures, exclusively in the context and for the purposes of this procedure, for which the present application is given, with the modalities provided by the “Information on personal data processing”. Data provision is compulsory for the correct deployment of the present administrative procedure: failure to do so will invalidate the possibility to perform and finalize the procedure. The personal data provided will be visible solely to the Veneto Region – Managing Authority, to the Joint Secretariat staff of the Italy - Croatia CBC Programme and to other Regional Administration Units or providers in charge of first level control and payments management. Personal data provided may be communicated, if applicable and solely for the purpose of the management of the present request and connected reporting procedure and controls to other public bodies/institutions (such as Certifying Authority and Audit Authority of the Programme, the European Commission) in compliance with the concerned EU and National regulations. The data gathered can also be managed for statistical purposes. The data will be stored in accordance with the registration and record keeping requirements in force for the administrative documents. The processing of personal data shall be based on the rule of fairness, legality and transparency for the safeguard of privacy and rights of the individuals. The Data Controller is Regione del Veneto/Giunta Regionale, Palazzo Balbi - Dorsoduro, 3901, 30123 – Venezia. The Data Controller Deputy is the Head of Unit MA of the Italy-Croatia CBC Programme, Rio Tre Ponti – Dorsoduro 3494/A, 30123 Venezia (italia.croazia@regione.veneto.it). The Data Protection Officer is based in Palazzo Sceriman, Cannaregio, 168 - 30121 Venezia. For any questions about the processing of your personal data, please contact the Data Protection Officer at the following e-mail address: dpo@regione.veneto.it.

Signature

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1. Please state if representative/deputy member or delegated [↑](#footnote-ref-1)
2. Please indicate the Institution designated as member of the MC [↑](#footnote-ref-2)