

## PROCEDURE FOR THE REIMBURSEMENT OF THE COSTS OF PARTICIPATING IN THE TRAININGS OF THE WELCOMING PROGRAMME

The Welcoming programme trainings available for **newly arrived foreigner(s)** consist of brief interactive **thematic modules**, such as the basic module, as well as work and entrepreneurship, studying, research, family life, international protection, children and young people modules, and **language training** at level A1 (hereinafter *training*).

Participants can apply for the reimbursement of transport and accommodation costs to participate in the trainings. Transport and accommodation costs will be reimbursed to applicants who have completed the training if the training venue is more than 50 km away from their place of residence and if their participation in the training can be proven in a format which can be reproduced in writing.

### 1. Reimbursement of transport costs

Transport costs will be reimbursed to people who have completed the training if they have submitted an application for the reimbursement of transport costs.

The amount of transport costs which can be reimbursed per one training event is up to 26 euros on the basis of the required application, expense receipts, and other necessary documents. Transport tickets and single bus tickets are deemed as expense receipts.

The application with the expense receipts must be sent to the organiser of the training after the training, preferably within five working days.

#### Using a private car

The costs of using a private car (the participant is marked as the owner or user in the technical passport or an authorisation has been issued to their name) will be reimbursed to the participant based on the number of kilometres travelled, calculated based on the shortest route between the place of residence of the participant and the venue of the training. When using a private car, the fuel consumption to be reimbursed is calculated by using the following formula: number of kilometres from the place of residence to the training venue and back × the average fuel consumption of the car per 100 km × the price of one litre of fuel. The maximum amount of the reimbursement is 26 euros per one training event. When several fuel receipts are presented for one event, the average price per litre of fuel is calculated. Fuel receipts from the day of the event, from up to two days before, or from up to two days after the event are accepted as expense receipts for using a private car.

Documents to be submitted:

- Application for the reimbursement of transport costs;
- Public transport tickets;
- When using a private car: copy of the driver's licence and the technical passport, fuel receipt.

PS! It is important to glue tickets and fuel receipts to the back of the application so that they are fully visible. If no more tickets or fuel receipts fit to the back of the application, a new clean white A4 sheet of paper must be used (do not fill in a new application). Write the first and last name of the participant to the header of the page and glue the rest of the tickets or receipts onto the sheet of paper.

### 2. Reimbursement of accommodation costs

Accommodation costs will be reimbursed to the participant of the thematic module if they submit a respective application and receipts confirming the payment of costs. Receipts confirming the deposit of

cash, the original bank payment order, and a bank statement confirmed by the bank are deemed as receipts confirming payments. A bank statement confirmed by the bank must be submitted in the case of card payments.

Additional information about the limits of accommodation costs to be reimbursed to participants of the thematic module can be obtained from the organiser of the training or at [info@settleinestonia.ee](mailto:info@settleinestonia.ee).

Transport and accommodation costs are reimbursed retroactively, i.e. the participant will first cover the transport and accommodation costs from personal resources.

If the sums noted on the documents confirming payments (tickets, receipts, payment orders, bank statements) are smaller than the limit of the reimbursement, the costs will be reimbursed in the amount noted on the documents.

In order to have their transport and accommodation costs reimbursed, the participant needs to submit an application to the organiser of the training within five days after the end of the training.

The Welcoming programme is funded from the funds of the European Union through the European Social Fund (ESF) and from the state budget.