SfP PLANNING GRANT - FINAL ACCOUNTING

One table for the entire project to be completed and signed by the NATO country Project Director (NPD).

Please, submit one complete set of original documents to the SfP Programme Office one month after the date of your presentation at the latest !

For each travel, a Travel Reimbursement Form (see Annex 1) must be completed which serves as the back-up document. It follows that each Travel Reimbursement Form receives a current number consistent with the number given in column 5 'Sequential number' (see below). Hotel receipts and ticket stubs must be attached at the back of each Travel Reimbursement Form. All other receipts for expenses not related to a travel (such as for courier service) should receive their own current number.

Project Number : SfP - Date of Presentation:

1	2	3	4	5	6
Item paid from SfP Planning Grant For travel, give the name of the traveller, the dates and destination (city, country). For expenses other than travel, give a brief identification (e.g. 'courier service', etc.)	**Amount**	**Currency**	**Amount in EUR[1]**	**Sequential number** (of back up document)	**Comment** (if applicable)
				1	
				2	
				3	
				4	
				5	
				6	
				7	
				8	
				9	
				etc.	

Total Expenditures in EUR[1] :

Total Planning Grant received in local currency : in EUR[1] :

Remaining balance in EUR (balances in minus can not be reimbursed by NATO!):

Name and signature of the NPD: ..... Date: .....

[1] Column 4: The currency "EUR" should be replaced by the currency in which the Planning Grant was received.

Annex 7