

**Annex 29**  
**TECHNICAL ASSISTANCE**  
**FORM B - REQUEST FOR PAYMENT/RE-IMBURSEMENT APPLICATION**

State from which of the four Fund (EBF, RT, ERF or IF) will the expense be charged  
 TA approval sought through Form A\*  
 Procurement letter\*\* as approved by DG/Perm Sec of division  
 Financial Details

yes	no	Ref No (through Form A*)
Yes	no	

Section A - to be filled by applicant

eg. Item A	Quotation 1**/Bidder 1****		Quotation 2/Bidder 2		Quotation 3/Bidder 3		Successful bidders	
	€	VAT****	€	VAT	€	VAT	€	Total
eg. Item B								

Section B

1.1 Item - Successful bidders	Actual in Euros		Verified in Euros		Actual in Euros to be filled & signed ex-post by DCS	Successful bidders to be filled & signed ex-post by DCS
	to be filled in & signed ex-post by TA Manager	to be filled in & signed ex-post by TA Manager	to be filled in & signed ex-post by TA Manager	to be filled in & signed ex-post by TA Manager		
eg. Item A Quotation 2/Bidder 2						
eg. Item B Quotation 1/Bidder 1						

The Procurement Procedure carried out respects the general guidelines in the MoP/instructions by DOC (delete where applicable)

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Approved     Rejected     Date



Notes

*Form A	Technical Assistance - Request for Approval	****VAT & other ineligible costs	VAT & any other ineligible costs are to be quoted
** Procurement Letter	Procurement letter is to be attached to Form B	Daily Allowance	The daily allowance workings should be provided overleaf
***Quotations 1, 2 & 3	3 (or more) quotations have to be submitted for each item (where applicable). The cheapest should be chosen (where applicable)		
****Bidder 1, 2, 3	The first 3 ranked bidders are to be quoted when the method of procurement chosen is through tender		

In case of Overseas event the following documentation is required for payment for Treasury:-

1. Flight ticket payment receipt.
2. Signed GA 27A (public officers).
3. Statement of Expenditure.
4. Financial Identification Form (non-public officers).
5. Flight tickets & boarding passes
6. Accommodation receipt(s) if necessary.
7. Conference payment receipt(s).
8. Transfer receipt(s).
9. Other receipt(s)

For all other TA expenditure relevant documentation including full details of technical specifications of items, necessary justifications, quotations and original invoices should be attached. For TA reimbursements the original receipt as proof of payment must also be attached.

	
External Borders Fund (EBF), European Refugee Fund (ERF), European Return Fund (RF), European Fund for the Integration of Third Country Nationals (IF)	General Programme Solidarity & Management of Migration Flows
Technical Assistance 100% financed by the European Union	Sustainable Management of Migration Flows