

**Participation in International Fair / Roadshow / Workshop
SME Refund Scheme**

CLAIM FORM

1. Company Details

Company Name	
Contact Person	
Telephone/Mobile	
Email	

2. Expenses Incurred

A. Cost of Stand/Cost of Participation	
B. Cost of Air ticket for one representative	
C. Cost of accommodation for one representative	

I AFFIRM that the information of this claim is accurate and complete, and supported by paid invoices, payment receipts and other related documents.

Name: _____

Signature: _____

Position held: _____

Date: _____

Company Seal

Annex 1

“SME Refund Scheme”

Breakdown of Amount Claimed:

S/N	Date as per Invoice	Details	Currency (US\$, Euro, £, etc)	Equivalent Amount in Mauritian Rupees	Remarks
A.		<u>Stand/Participation Cost</u> (if any)			
		Sub-Total Participation Cost			
B.		<u>Airfare</u>			
1.					
2.					
3.					
4.					
5.					
		Sub-Total Airfare			
C.		<u>Accommodation</u>			
1.					
2.					
3.					
4.					
5.					
		Sub-Total Accommodation			
		<u>Grand Total</u>			

Outcome of participation

Number of business contacts established

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Number of contracts signed

.....

Value of contracts

.....

Overall satisfaction

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Other remarks (if any)

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Checklist

The SME (Applicant) should submit the application for refund within two weeks of the event.

	Items	Checked
Documents to be submitted with the Claim Form within <u>30 DAYS</u> after the events	Post-Event Report signed by Managing Director of the company.	
	Proof of participation in the fair / roadshow / workshop	
	Original Invoice and receipt for payments for the declared expenses + Proof of Payments	
	Proof of travelling (Original Invoice & Receipts of air fare, Original Boarding pass/copy of passport) + Proof of payment	
	Original Invoice & Receipts for Accommodation Costs + Proof of Payment	
	Cost Breakdown (Annex 1)	
	Outcome of participation (Annex 2)	