

**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 Airfare			
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

.....

Number of contracts signed

.....

Value of contracts

.....

Overall satisfaction

.....

.....

Other remarks (if any)

.....

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>2 weeks</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)	