

ECSS FAQ

A. How do I submit a request?

1/ fill in and **insert your scanned signature** in the form (excel format).

2/ convert the excel document into pdf,

3/ **send back the TWO documents (excel and pdf) as well as the payment receipts relating to you travel costs (e.g. flight/train tickets invoices),**

We kindly inform you that your reimbursement claim(s) will be taken into account **only if the form is sent in both formats.**

B. What are the deadlines for submission?

Reimbursement claims are taken into account as follows:

<u>Period</u>	<u>Period considered</u>	<u>deadline for submission of claims</u>
1	December N-1 to March N	1 December N-1 to 30 April
2	April to July	1 April to 31 August
3	August to November	1 August to 10 December

C. How and when will my travel costs be reimbursed?

Claims are not submitted individually, i.e :

- ▶ Applications of all companies are collected by Eurospace and sent to ESA after April 30, August 31 and December 10.
- ▶ Requests are then processed.
- ▶ A few weeks later, ESA announce their decision to refund (or not) the submitted travel costs.
- ▶ Depending on ESA's answer, Eurospace send invoicing requests to companies.
Please wait for Eurospace request before issuing an invoice.