

APPROVED BY:

**HEAD OF THE
PROGRAMME OPERATOR**

**European Economic Area Financial Mechanism
2014-2021**

TRAVEL SUPPORT SCHEME UNDER THE RENEWABLE ENERGY,
ENERGY EFFICIENCY, ENERGY SECURITY PROGRAMME
WITHIN THE FUND FOR BILATERAL RELATIONS

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The Renewable Energy, Energy Efficiency, Energy Security Programme (The Programme) is financed with funds under the European Economic Area (EEA) Financial Mechanism. The Ministry of Energy has been designated as Programme Operator (PO) of the Programme by the signing of a Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2014-2021 between the Republic of Bulgaria and Iceland, the Principality of Liechtenstein and the Kingdom of Norway, concluded on 9 December 2016, ratified by a law adopted by the 43rd National Assembly on 13 January 2017 and promulgated in State Gazette, issue 8 of 24.01.2017 (Memorandum of Understanding).

The main objectives of the Programme are to reduce carbon intensity and increase security of supply, and these will be achieved through the following three results:

- Increasing of energy generation from renewable energy sources;
- Improving energy efficiency in buildings, industry and municipalities;
- Increasing of expertise in the sphere of renewable energy, energy efficiency and energy management.

The achievement of these results is ensured through the following procedures (invitations for project proposals):

- Procedure 1: Efficient use of hydropower potential;
- Procedure 2: Utilization of geothermal energy for heating and/or cooling in state or municipal buildings;
- Procedure 3: Energy efficiency in buildings;
- Procedure 4: Energy efficiency in industry;
- Procedure 5: Rehabilitation and modernization of municipal infrastructure – systems for external artificial lighting of municipalities;
- Small Grant Scheme 1: Geothermal energy training;
- Small Grant Scheme 2: Renewable energy, energy efficiency and energy management training;
- Small Grant Scheme 3: Support in monitoring of energy consumption in municipal administrations.
- Predefined Project 1: Feasibility study on the utilization of hydropower potential in existing water supply systems and increasing the potential of existing small hydropower plants in water supply systems, Beneficiary - Sustainable Energy Development Agency;
- Predefined Project 2: System for forecasting, control and management of HPP generation and Dams condition, Beneficiary - National Electricity Company NEK EAD.

1. OBJECTIVE AND SCOPE OF THE TRAVEL SUPPORT SCHEME

The Programme contributes to the strengthening of bilateral relations between the Republic of Bulgaria and the Donor States, thus facilitating the implementation of projects in a partnership with the Donor States.

In accordance with Annex B to the Memorandum of Understanding, EUR 100 000 have been allocated for the Programme from the Fund for Bilateral Relations, managed by the National Focal Point (NFP) – Central Coordination Unit Directorate within the Administration of the Council of Ministers.

The purpose of the Fund for Bilateral Relations (the Fund) is to provide opportunities for networking, exchange and transfer of knowledge, experience and best practices, and to promote cooperation between Bulgarian entities and entities in the Donor States and/or international organizations.

The Programme Operator creates a travel support scheme with a total budget of EUR 50 000.

The Travel Support Scheme offers financial support for establishing a network of experts, exchange, sharing and transfer of knowledge, technology, experience and best practices in the Donor States through business visits, participations in workshops, conferences and other events aimed at creating and/or maintaining of bilateral relations within the Programme.

2. ELIGIBILITY OF APPLICANTS SUBMITTING REQUESTS FOR SUPPORT

2.1. Eligible Applicants

Under the Support Scheme, Eligible Applicants are potential Beneficiaries and Partners within the Programme.

	Potential Beneficiaries	Potential Partners
Invitation №1 Result 1 „Increasing of energy generation from renewable energy sources“	Municipalities and water supply companies, established in Bulgaria	In accordance with art. 7.2.2 of the Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014 – 2021 (the Regulation).
Invitation № 2 Result 1 „Increasing of energy generation from	State and municipal institutions, established in Bulgaria	In accordance with art.7.2.2 of the Regulation ¹ .

¹ Art. 7.2.2 of the Regulation: Any public or private entity, commercial or non-commercial, as well as non-governmental organizations established as a legal person either in the Donor States, Beneficiary States or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any international organization or body or agency thereof, actively involved in, and effectively contributing to, the implementation of a project, are considered eligible project partners.

renewable energy sources"		
Small Grant Scheme № 1 regarding geothermal energy training Result 1 „Increasing of energy generation from renewable energy sources"	In accordance with art.7.2.1 of the Regulation ² .	In accordance with art.7.2.2 of the Regulation.
Invitation № 3 Result 2 „Improving of energy efficiency in buildings, industry and municipalities"	State and municipal institutions, established in Bulgaria	In accordance with art.7.2.2 of the Regulation.
Invitation № 4 Result 2 „Improving of energy efficiency in buildings, industry and municipalities"	Enterprises established in Bulgaria	In accordance with art.7.2.2 of the Regulation.
Invitation № 5 Result 2 „Improving of energy efficiency in buildings, industry and municipalities"	Municipalities	In accordance with art.7.2.2 of the Regulation.
Small Grant Scheme №2 Result 3 „Increasing of expertise in the sphere of renewable energy, energy efficiency and energy management"	In accordance with art.7.2.1 of the Regulation	In accordance with art.7.2.2 of the Regulation.
Small Grant Scheme №3 Result 3 „Increasing of expertise in the sphere of renewable energy, energy efficiency and energy management"	Municipalities	In accordance with art.7.2.2 of the Regulation.

The Applicants can receive a one-time grant under the Travel Support Scheme.

² Art. 7.2.1 of the Regulation: Any entity, public or private, commercial or non-commercial and non-governmental organizations, established as a legal person in the respective Beneficiary State, as well as international organizations operating in the Beneficiary State are considered eligible project promoters.

3. CRITERIA FOR NON-ELIGIBILITY OF APPLICANTS

Funding under this Scheme shall not be allowed to an Applicant:

- who is in bankruptcy or liquidation proceedings or in a similar situation arising from a similar procedure under his national legislation;
- whose representative has been convicted with an effective sentence for a crime under Art. 108a, Art. 159a – 159d, Art. 172, Art. 192a, Art. 194 – 217, Art. 219 – 252, Art. 253 – 260, Art. 301 – 307, Art. 321, 321a and Art. 352 – of the Criminal Code, or for a crime, similar to those listed, in another Member State or a third country (for a candidate from the Republic of Bulgaria) or has been convicted of fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to financial interests, without evidence that corrective measures have been taken in the recent years (for a candidate who is not from the Republic of Bulgaria);
- who has a violation ascertained by an effective criminal ruling or a court decision under Art. 61, para. 1, Art. 62, para. 1 or 3, Art. 63, para. 1 or 2, Art. 118, Art. 128, Art. 228, para. 3, Art. 245 and Art. 301 - 305 of the Labour Code or Art. 13, para. 1 of the Labour Migration and Labour Mobility Act;
- who has liabilities for taxes and mandatory social security contributions within the meaning of Art. 162, para. 2, it. 1 of the Tax and Social Insurance Procedure Code and the respective interest under such liabilities to the state, proved by a valid act of a competent authority, except when the amount of unpaid due taxes or social security contributions is up to 1 percent of the amount of the annual budget for the last year, however not more than BGN 50 000;
- whose representative has a conflict of interests that cannot be resolved;
- who has not fulfilled an order of the European Commission for reimbursement of unlawful and incompatible state aid he has been granted;
- who is an undertaking in difficulty (the definition of 'undertaking in difficulty' is described in Art. 2, para. 18 of Commission Regulation (EU) No: 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty);
- for who has been found that:
 - a) has submitted a document with incorrect content when participating in the procedure;
 - 6) has not provided the required information in relation to the verification of certain circumstances in the procedure.

4. ELIGIBILITY OF ACTIVITIES

Eligible activities are short-term initiatives within the scope of the Programme that lead to the strengthening of bilateral relations between the Republic of Bulgaria and Donor States, including:

- Visits and working meetings with the purposes of sharing know-how, professional experience and results achieved in the Programme area;
- Finding of potential partners for future joint projects implementation within the Programme;
- Attendance and participation in workshops and conferences within the Programme area.

This Scheme is open for each of the Programme Results and Eligible Applicants under it.2.

Activities may be carried out only on the territory of the Republic of Bulgaria, the Kingdom of Norway, Iceland, the Principality of Liechtenstein or other Beneficiary States.

Applicants from the Republic of Bulgaria are eligible for activities carried out on the territory of the Kingdom of Norway, Iceland, the Principality of Liechtenstein or Beneficiary States.

Applicants from the Kingdom of Norway, Iceland or the Principality of Liechtenstein are eligible for activities carried out on the territory of the Republic of Bulgaria.

5. ELIGIBILITY OF COSTS

A 100% grant under this Scheme is provided for maximum two persons from an applying organization, however not more than € 5 000.

Where costs meet the requirements under this Scheme, they become eligible from the date on which the Request for Support is approved by the Programme Operator.

The grant under this Scheme is provided for reimbursement of costs actually incurred, reported and verified by the Programme Operator, supported by the relevant expenditure-proving documents.

The following types of costs are eligible:

- Daily allowance of EUR 35 (thirty-five euro) per day per person;
- Accommodation expenses in Iceland and the Principality of Liechtenstein- up to EUR 130 (one hundred and thirty euro) per night per person;
- Accommodation expenses in the Kingdom of Norway - up to EUR 145 (one hundred forty-five euro) per night per person;
- Accommodation expenses in Bulgaria - up to EUR 130 (one hundred and thirty euro) per night per person;
- Travel costs, incl. those for international and internal transport;

- Medical insurance;
- Fee for participation in workshops, conferences or events held within the Programme area in one of the Donor States.

Expenses for airplane tickets are only eligible for round trip from Bulgaria to a Donor State and from a Donor State to Bulgaria. When traveling by plane, participants are entitled to economy class tickets.

Internal travel costs in Bulgaria and in Donor States are eligible for economy class in railway and bus transport. There are no refunds for taxi transportation or car rental.

When traveling within the Host State in a participant's personal or official car, the travel costs corresponding to the consumed fuel shall be covered according to the consumption norms determined by the manufacturer of the motor vehicle.

The indicated maximum amount of the unit values and limits for certain types of costs shall apply to Applicants from the Republic of Bulgaria and from the Donor States - the Kingdom of Norway, Iceland and the Principality of Liechtenstein.

In addition to the above requirements, for Applicants from the Republic of Bulgaria, travel and accommodation costs, as well as daily allowances shall also meet the requirements of the Ordinance on Business Trips and Specializations abroad, effective at the time of the request approval.

6. STATE AID REGIME

Two regimes are applied under this Scheme – “no aid” and “de minimis” aid.

The Programme Operator is a state aid administrator under this Scheme and strictly applies the State Aid Act and the Rules for Implementation of the State Aid Act.

For Applicants that are not enterprises and have no economic activities, funding under this Scheme is “no aid”. Where Applicants are enterprises within the meaning of the State Aid Act and they perform economic activities and plan to carry out economic activities for the project purposes, the *de minimis* aid rules apply in accordance with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (Regulation (EU) No 1407/2013), and watching closely the compliance with the Regulation requirements and cumulation of *de minimis* aid on the territory of the Republic Bulgaria. The grant provided under this Scheme is in accordance with Art. 4, para. 2 of Regulation (EU) No 1407/2013.

In respect to the applicable ceilings and for the purposes of aid cumulation, the provisions of Art. 3, para. 2 of Regulation (EU) No 1407/2013 shall be taken into account, therefore the total *de minimis* aid to a single undertaking for a period of three budget years, originating in the Republic of Bulgaria, shall be subject to verification.

The Applicant may spend funds only for the eligible activities described above.

The amount of *de minimis* aid granted to the Applicant under this Scheme shall be written in the Letter of Approval of the Programme Operator.

Applicants falling in the prohibition regime of Regulation (EU) No 1407/2013 and whose activities in particular relate to:

- aid granted to undertakings active in the fishery and aquaculture sector covered by Council Regulation (EC) No 104/2000 of 17 December 1999 on the common organization of the markets of fishery and aquaculture products (OJ, L 17, 21.1.2000, p. 22);
- aid granted to undertakings active in the field of primary production of agricultural products;
- aid granted to undertakings active in the processing and marketing of agricultural products, in the following cases:
 - where the amount of the aid is determined on the basis of the prices or quantities of that type of products purchased from primary producers or made available on the market by the undertakings concerned;
 - where the aid is linked to the obligation to be transferred partially or entirely to the primary producers.
- aid for export-related activities towards third countries or Member States, in particular aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditures related to the export activities;
- aid subject to the preferential use of national products over the use of imported ones,

may apply for, respectively be the subject of support, only if they prove that they meet the requirements of Art. 1, para. 2 of Regulation (EU) No 1407/2013.

The eligible applicants under the Travel Support Scheme are the enterprises which maintain separate accounting to ensure separation of activities or distinction of costs in a way to guarantee that activities in the excluded/ineligible sectors and activities do not benefit from the *de minimis* aid granted in accordance with the Regulation.

Aid shall not be granted to an Applicant under this Scheme when such granting does not comply with the provisions of the Regulation (EU) No 1407/2013, including Art. 1 (c), (d) and (e) of the Regulation. *De minimis* aid cannot be used for acquisition of trucks.

In order to verify that the Applicant carries out its economic activities in the eligible sectors, he should submit together with the Request for Support, a certificate of economic activity classification code based on data for the last completed fiscal year, issued by the National

Statistical Institute, or an equivalent document for the last completed fiscal year in case of foreign Applicants.

The eligibility of Applicants established/registered within the current calendar year is verified by the data declared in the Declaration of De Minimis and State Aid.

The 2008 Classification of Economic Activities (NACE.BG-2008) or the NACE classification is used to determine eligibility.

According to Art. 2, p.2 of Regulation (EU) No 1407/2013, 'Single undertaking' includes, for the purposes of this Regulation, all enterprises having at least one of the following relationships with each other:

- one enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
- one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- one enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
- one enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the indicated relationships through one or more other enterprises shall also be considered as a single undertaking.

For the purposes of this procedure, the definitions under Art. 2, point 1 of Regulation (EU) No 1407/2013 are also applicable.

The maximum amount of grant (grant) allowed to a single undertaking is defined on the basis of accumulation with other *de minimis* aid received by the Applicant over the last three fiscal years, as the cumulated aid shall not exceed the BGN equivalent of EUR 200 000 (BGN 391 166), determined at the fixed exchange rate of the Bulgarian National Bank (1 Euro = 1.95583 BGN), and in case the Applicant is active in the field of road freight transport, this amount shall be EUR 100 000 (BGN 195 583). The maximum amount of aid to a single undertaking, together with the other *de minimis* aid received, may not exceed the BGN equivalent of EUR 200 000 (BGN 391 166) for a period of three fiscal years (the two previous fiscal years plus the fiscal year concerned). The maximum allowed amount of grant applies irrespective of the form of the *de minimis* aid or the objective pursued and irrespective of whether the aid provided is financed partially or entirely by funds originating in the Union. All values used are gross, i.e. before taxes or other charges. All values used shall be gross that is, before any deduction of tax or other charges.

De minimis aid shall be deemed received from the moment of the Request for Support approval.

The aid provided under this Support Scheme may be cumulated with *de minimis* aid:

- granted under Commission Regulation (EU) No 360/2012 of 25 April 2012 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid granted to undertakings providing services of general economic interest (OJ L 114, 26.04.2012), and the applicable ceiling for cumulation of *de minimis* aid is up to the BGN equivalent of EUR 500 000;
- granted under Regulation (EU) No 1407/2013 may be cumulated with *de minimis* aid provided under Commission Regulation (EU) No 1408/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid in the agricultural sector (OJ L 352 of 24.12.2013) and Commission Regulation (EU) No 717/2014 of 27 June 2014 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid in the fishery and aquaculture sector (OJ L 190 of 28.06.2014), by types of activities, to the relevant ceiling stipulated in Art. 3, para. 2 of Commission Regulation (EU) No 1407/2013.

De minimis aid shall not be cumulated with state aid in relation to the same eligible costs or with state aid for the same risk finance measure, if such cumulation would exceed the highest relevant aid intensity or aid amount fixed in the specific circumstances of each case by a block exemption regulation or a decision adopted by the Commission. *De minimis* aid which is not granted for or attributable to specific eligible costs may be cumulated with other state aid granted under a block exemption regulation or a decision adopted by the Commission.

Where the relevant ceiling laid down in Art. 3, para. 2 of Regulation (EU) N° 1407/2013 would be exceeded by the grant of new *de minimis* aid, none of that new aid may benefit from Regulation (EU) N° 1407/2013.

In the case of mergers or acquisitions, all prior *de minimis* aid granted to any of the merging undertakings shall be taken into account in determining whether any new *de minimis* aid to the new or the acquiring undertaking exceeds the relevant ceiling. *De minimis* aid lawfully granted before the merger or acquisition shall remain lawful.

If one undertaking splits into two or more separate undertakings, *de minimis* aid granted prior to the split shall be allocated to the undertaking that benefited from it, which is in principle the undertaking taking over the activities for which the *de minimis* aid was used. If such an allocation is not possible, the *de minimis* aid shall be allocated proportionately on the basis of the book value of the equity capital of the new undertakings at the effective date of the split.

In determining whether the maximum aid ceiling allowed under this Support Scheme has been complied with, one should take into account both the amount of *de minimis* aid applied for and the total amount of *de minimis* aid already received for activities, projects or undertakings (other than those applied for), regardless of whether this support was funded by local, regional, national or community sources.

The data on the *de minimis* aid received must be declared by the Applicant in the Declaration of De Minimis and State Aid (Annex 4).

The Applicants from the Republic of Bulgaria shall submit their declaration in Bulgarian language, and the Applicants from the Donor States - in English.

The Declaration of De Minimis and State Aid shall be provided at submission of a Request for support and subsequently at approval – at submission of a Request for funds reimbursement and reporting on activities performed.

The Programme Operator shall not be liable for any wrongly declared amount of *de minimis* aid received, which has led to the refusal of a grant.

If after submission of a Request for Support there is a change regarding the *de minimis* aid received, the Applicant should notify the Programme Operator in writing within 5 working days.

In accordance with the requirement for not exceeding the ceiling specified in Art. 3, para. 2 of Regulation (EU) No 1407/2013, the Programme Operator shall make an official adjustment to the amount of the grant upon approval so that no breach of the ceiling under the Regulation occurs. In case of ascertained exceeding of the ceiling determined in Art. 3, para. 2 of Regulation (EU) No 1407/2013, the Head of the Programme Operator shall issue a grounded decision for the grant refusal.

De minimis aid shall be deemed received from the moment of its approval by the Programme Operator and the Beneficiary, irrespective of the date of its payment to the undertaking.

Aid payable in several instalments shall be discounted to its value at the moment it is granted. Eligible costs shall be discounted to their value at the time the aid is granted. The interest rate to be used for discounting purposes shall be the discount rate applicable at the time the aid is granted, in accordance with Art. 3, para. 6 of Commission Regulation (EU) No 1407/2013 of 18 December 2013.

In case of unlawfully granted *de minimis* aid, the Applicant shall reimburse the funds received, along with the interest due from the date of the aid receipt.

According to Art. 37 of the State Aid Act, the unlawfully received *de minimis* aid constitutes a public receivable, which is established by the Programme Operator by issuing an act establishing the public receivable in accordance with the Administrative Procedure Code. The receivables under the issued acts are subject to collection under the procedure of the

Tax and Social Insurance Procedure Code by the bodies of the National Revenue Agency. The Programme Operator is obliged to notify the Minister of Finance within 3 (three) working days about the issuance of the act.

The Applicant shall document and collect all the information regarding the application of Regulation (EU) No 1407/2013. Such records shall contain all information necessary to demonstrate that the conditions of Regulation (EU) No 1407/2013 have been complied with. Records regarding individual *de minimis* aid shall be maintained for 10 (ten) fiscal years from the date on which the aid was granted. Records regarding *de minimis* aid schemes shall be maintained for 10 fiscal years from the date on which the last individual aid was granted.

Upon a written request of the Commission, the Programme Operator through the Ministry of Finance shall provide the Commission, within a period specified in the request, with all the information that the Commission considers necessary for assessing whether the conditions of the Regulation have been complied with, and in particular the total amount of *de minimis* aid within the meaning of the Regulation and other *de minimis* aid regulations, received by any undertaking.

7. SUBMISSION OF REQUESTS FOR TRAVEL SUPPORT

The grand award procedure under this Scheme begins with the submission of a letter addressed to the Head of the Programme Operator, with the following documents attached to it:

- Request for Support (Annex 1) describing the envisaged activities under the initiative, as well as its relevance/contribution to the strengthening of bilateral relations, providing a brief justification of how the envisaged activities will contribute to the strengthening of bilateral relations. An Applicant from a Bulgarian organization shall complete the Request for Support in Bulgarian language. An Applicant from a Donor State shall complete the Request for Support in English.
- Invitation from the host country;
- Declaration of the Applicant's eligibility (Annex 3);
- Declaration of *de minimis* and state aid, if applicable (Annex 4);
- Declaration on definitions of irregularity and fraud (Annex 5).

The Request for Support must be received by the Programme Operator at least **20 days before** the event and before 1 March 2024.

The Request for Support may not be completed manually.

The Application documentation is available at:

<https://www.eeagrants.bg/programi/energetika>.

The complete set of documents (Request for Support and the Annexes thereto) envisaged in this Scheme must be submitted in person, by courier or by mail, in a sealed envelope/package with unbroken integrity, which shall be registered at the file department of the Ministry of Energy. The set of documents must be addressed to the Head of the Programme Operator and sent to the following address:

8, Triaditsa Str., Sofia 1040.

The envelope containing the Application must have the following designation "Request for Support within the Fund for Bilateral Relations under the Renewable Energy, Energy Efficiency, Energy Security Programme".

Documents can also be sent electronically to the following e-mail address: eeagrants@me.government.bg , signed with a Qualified Electronic Signature by the official representative of the Applicant or an authorized person.

Requests for Support will be accepted on a permanent basis until the budget stated in item 1 under the travel support scheme is exhausted.

8. ASSESSMENT OF REQUESTS FOR SUPPORT

The assessment of received Requests for Support shall be done by two evaluators regarding their compliance with eligible applicants, activities and costs, on a yes/no basis. In case of missing documents, the Applicant will be invited to submit the required documents within 5 days.

The received Requests for Support shall be assessed in line with the criteria set in the Annex 6. The approval decision of a Requests for Support shall be taken by the Head of the Program Operator following the proposal of the Cooperation Committee.

Applicants with approved Requests for Support shall be notified in writing within 10 days from the date of the Support Request submission.

The Applicants with a complete set of documents shall be notified about the PO's decision in the way indicated by them in the request (via e-mail /fax/courier).

A decision on rejection of a Request for Support shall be made on any of the following grounds:

- The Request for Support is incomplete and one or more of the required supporting documents have not been submitted within the set deadline;
- The Applicant is not eligible;
- The costs are not eligible under this Scheme;
- In case of violations of the state aid regime, including ascertained exceeding the threshold defined in Art. 3, para. 2 of Regulation (EU) No 1407/2013;
- The financial resources of the Fund have been exhausted.

9. COSTS REIMBURSEMENT AND BENEFICIARY'S REPORT

The Programme Operator shall reimburse to the Beneficiary 100% of the approved and verified costs and not more than the grant amount approved by the Programme Operator. Funds reimbursement shall be made after the following documents have been submitted:

1. Request for funds reimbursement and report on the activities performed (Annex 2);
2. Supporting documents, „Certified a true copy“ of:
 - Business trips order/s with duly completed requisites or equivalent document, in accordance with the usual practices of the Beneficiary;
 - Invoice/s for travel business trip expenses, accommodations and participation fees. The invoices should be accompanied by a document certifying the payment made / payment order and bank statement and / or cash order and cash book/;
 - Copies of boarding passes and electronic tickets;
 - Other documents proving expenses incurred, such as a ticket for inland transport, a paid advance, an advance statement of the seconded person or other document of equal probative value;

The Requests for funds reimbursement will be accepted within one month from the last approved activity in the Request for Support and not later than 30.04.2024.

Payments will be made in BGN or in EUR at the fixed exchange rate of BNB for 1 EUR = 1.95583 BGN.

Annexes:

1. Annex 1: Request for Travel Support;
2. Annex 2: Request for Funds Reimbursement and Report on Activities Performed;
3. Annex 3: Declaration of Applicant's Eligibility;
4. Annex 4: Declaration of De Minimis and State Aid (if applicable);
5. Annex 5: Declaration on Definitions of Irregularity and Fraud;
6. Annex 6: Eligibility criteria for a Support Request;
7. Form: Verification of compliance with the requirements of Regulation (EU) No 1407/2013.