

## Reimbursement request guidelines

Approved Business Partnership Support can be paid in no more than two instalments. The applicant must submit a progress report describing the activities and use of funds on the project with each reimbursement request. Granted support shall be used after the registration date, and reimbursement shall be requested within 24 months of the date of notification of the discretionary government transfer decision. The recipient will be informed of the discretionary government transfer decision via the online service provided by the Ministry for Foreign Affairs. In other regards, notice shall be given as provided in the Administrative Procedure Act (434/2003) with regard to administrative affairs.

Applications for the reimbursement of Business Partnership Support should be made in the [online service of the Ministry for Foreign Affairs](#). The reimbursement request form is in the online service (see below for more detailed instructions). The appendices to the reimbursement request form, which are available on Finnpartnership's website, should be uploaded for attachment to the reimbursement request form in the online service.

The company must submit a commitment form for the project in the online service as per the instructions before any support can be disbursed. The commitment form is in the online service under "Created cases" tab, where the form can be found in "Commenced applications". Click on the title of the application form for the relevant business partnership project. The "commitment" button is in the menu at the bottom of the screen.

### The reimbursement request consists of

#### 1) the reimbursement request form

The reimbursement request form is in the online service under "Created cases" tab, where the form can be found in "Commenced applications". Click on the title of the application form for the relevant business partnership project. This opens the "Application details" tab with the "Business partnership support request for payment" button at the bottom.

#### 2) the report on realised costs (cost breakdown)

Finnpartnership's template must be used for the cost breakdown. The cost breakdown should be appended to the reimbursement request in Excel format. The cost breakdown should state the costs with a value-added tax (VAT) rate of 0%. In other words, the costs should not include value-added tax. All of the costs must be realised paid costs that have been entered into the accounts of the recipient. Furthermore, the costs must be itemised according to the details below. Travel expenses are subject to compensation according to the principles governing the general means of travel in the State Travel Regulations (section 5): for example, economy-class flights with no extra services and reasonable accommodation expenses (price per night). Daily allowances are subject to the maximum compensation provided under the applicable State Travel Regulations.

The costs must be itemised across each phase of the project as follows:

**Travel expenses must be itemised as follows:**

- Name of traveller, purpose of travel, means of travel, destination, dates of travel, and price of travel
- Hotels: name of traveller, place of accommodation, number of nights, and price per night.

**Daily allowance expenses must be itemised as follows:**

- Name of the recipient of the daily allowance, number of days, and the amount of daily allowance per day.

**The costs of work done by the company's own personnel and external expert work must be itemised as follows:**

- The name of the person, work/task performed, daily expense, and number of working days.

The costs of external experts cannot be presented as a single unitemised cost. The travel expenses of external experts must also be itemised in the same way as for the company's own personnel, and they must not be included in the work costs.

Salaries and fees exceeding the upper limits may be paid to the company's own personnel or external experts. The cost breakdown must state the realised salaries/fees that were paid. However, the amount of support granted will be determined according to the upper limits for salaries/fees as stated in Appendix 2.

**3) a statement and checklist completed and signed by the auditor**

The checklist must be completed, initialled by the auditor (on every page), and appended to the signed audit report.

**4) the progress report**

The applicant must submit a progress report describing the activities and use of funds on the project with each reimbursement request. The purpose of the report is to provide a comprehensive account of the implementation of the project in relation to the objectives. The report can be prepared either by completing the report template on Finnpartnership's website (recommended) or in free form, providing that the report includes the matters stated in the template. The report template is divided into the mandatory part (1), where all of the questions must be answered, and the voluntary part (2), which is to be completed as applicable. The questions are intended to serve as a guideline for reporting, and it is not necessary to answer all of them.

- 5) If the project is subject to special **requirements on environmental and social impacts**, an **account** of the fulfilment of these requirements should be included in the reimbursement request as proposed and communicated by the Ministry for Foreign Affairs when it processed the application. Reimbursements will only be made if the recipient of the Business Partnership Support has submitted adequate documentation to demonstrate that the environmental and social requirements have been taken into consideration appropriately.

**No extensions can be granted for Business Partnership Support.** If the beneficiary has not submitted a reimbursement request by the deadline stated in the discretionary government transfer decision and its appendices, the support will expire, and it will not be paid. However, the recipient may apply for support again if the support is not used due to a delay in the implementation of the project. However, it must be noted that eligible costs under the new application may only be incurred once the new application has been registered.

### **Instructions on the retention of receipts**

Receipts should not be appended to the reimbursement request. The auditor is tasked with verifying that the costs itemised on the reimbursement request have actually been incurred and paid by the recipient of the support. However, the recipient of the Business Partnership Support must deliver receipts upon request to the Ministry for Foreign Affairs or a separate designated auditor. For this reason, the recipient is advised to keep copies of receipts related to the Business Partnership Support in a separate folder for provision to the auditor for the audit report and in the event of future audits or receipt requests. If necessary, the recipient of Business Partnership Support may be asked to provide the relevant travel documentation detailing the travellers and the class of travel.

### **Submitting a reimbursement request**

The reimbursement request should be submitted in the Ministry for Foreign Affairs' online service.

### **Reimbursement of Business Partnership Support**

If the terms and conditions for the disbursement are met, the request for the reimbursement request of Business Partnership Support will be processed by the Ministry for Foreign Affairs within 45 days of receipt of the reimbursement request and the aforementioned appendices.