**Reimbursement of Travel Costs - “Women in Green Tech”**

Thank you for participating at an event organised by Innovation Norway. Travel grants for participation at events are agreed in advance and reimbursed by Innovation Norway after the travel based on an invoice. Please see below how to submit the invoice.

Please note that the travel grants are offered in the form of a lump sum, and that Innovation Norway reimburses that lump sum regardless of actual costs. The sum has been agreed in advance, and we do not require any receipts or proof of travel.

**Please send:**

* An invoice for the lump sum, marked “Travel Grants – Women in Green Tech”
* A completed De Minimis declaration form

to the email **ro.innovation@innovationnorway.no**.

Ensure the subject line reads: "Travel Grants - Women in Green Tech”.

Please ensure that the invoice includes the following information:

**Entity Information**

|  |
| --- |
| **Entity Name** |
| **Company/entity representative, position** |
| **Address, postal code, City** |
| **Country** |
| **Lump sum agreed in advance** |
| **Organisation Number**  For Norwegian entities in line with the Norwegian Registry (Brønnøysund) |

**Bank Information**

(Please include the information of the bank account corresponding to the entity)

|  |
| --- |
| **IBAN** |
| **BIC/SWIFT** |
| **Name of bank** |
| **Address, Postal Code, City of the bank** |