

**Annex 5: SAMPLE LETTER FOR REIMBURSEMENT OF SALARIES**

*Letter head of the Beneficiary Organisation*

Claim Reference No.:-

Date:

Name of Project Leader,

Designation (Project Leader),

Name of Organisation,

Address of Organisation

*Part A – to be filled in by the officer-in-charge accounts*

**Refund of Salary in respect of the employee listed hereunder employed with XXX (name of Ministry/Organisation):**

**Mr/Ms. XXXX**

The total amount of € XXX was paid by the entity covering the XX pay period of 'N year' to the above-mentioned employee in relation to the Asylum, Migration and Integration Fund / Internal Security Fund (2014 – 2020).

Annexed to this request please find the breakdown of the indicated amount.

The listed supporting documentation is being attached with the claim for payment:

Payroll No.	Payslip Ref.	Pay period		Social Security Contribution Declaration? [Yes/No]	Inland Revenue Receipt <sup>1</sup> or DAS Schedule of Payment? [Yes/No]	IR receipt no. <sup>25</sup> or Schedule voucher no. [as applicable]	NI Declaration Form signed by Financial Controller	Total Eligible Expenditure
		From	To					

<sup>2</sup>You are kindly requested to proceed with the request for reimbursement of the amount of € XXX incurred to XXX (Name of Ministry) 201X Revenue Vote No. XXX.

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Name of Officer-in-charge Accounts)

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<sup>1</sup> NGOs shall only indicate the Inland Revenue Receipt and respective Receipt No. accordingly

<sup>2</sup> Not applicable for NGOs.

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Part B – to be filled in by the Project Leader

Head,

Responsible Authority

The attached documentation and covering form (*insert reference number*) are being referred for the necessary reimbursement/payment. All transactions are being certified as correct and *refer to expenses incurred in connection with the (insert project details)*.

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Project Leader

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Date

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F/Director Corporate Services /  
Head of Accounts

RA Doc. Reference No. 1

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