

**Participation in International Fair / Roadshow / Workshop  
SME Refund Scheme**

**CLAIM FORM**

***1. Company Details***

Company Name	
Contact Person	
Telephone/Mobile	
Email	

***2. Expenses Incurred***

A. Cost of Stand/Cost of Participation	
B. Cost of Air ticket for one representative	
C. Cost of accommodation for one representative	

I AFFIRM that the information of this claim is accurate and complete, and supported by paid invoices, payment receipts and other related documents.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position held:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Company Seal*

## Annex 1

### “SME Refund Scheme”

#### Breakdown of Amount Claimed:

S/N	Date as per Invoice	Details	Currency (US\$, Euro, £, etc)	Equivalent Amount in Mauritian Rupees	Remarks
A.		<u>Stand/Participation Cost</u> (if any)			
		Sub-Total Participation Cost			
B.		<u>Airfare</u>			
1.					
2.					
3.					
4.					
5.					
		Sub-Total Airfare			
C.		<u>Accommodation</u>			
1.					
2.					
3.					
4.					
5.					
		Sub-Total Accommodation			
		<u>Grand Total</u>			

***Outcome of participation***

**Number of business contacts established**

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**Number of contracts signed**

.....

**Value of contracts**

.....

**Overall satisfaction**

.....

.....

**Other remarks (if any)**

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## Checklist

The SME (Applicant) should submit the application for refund within two weeks of the event.

	Items	Checked
Documents to be submitted with the Claim Form within <b><u>2 weeks</u></b> after the events	Post-Event Report signed by Managing Director of the company.	
	Proof of participation in the fair / roadshow / workshop	
	Original Invoice and receipt for payments for the declared expenses + Proof of Payments	
	Proof of travelling (Original Invoice & Receipts of air fare, Original Boarding pass/copy of passport) + Proof of payment	
	Original Invoice & Receipts for Accommodation Costs + Proof of Payment	
	Cost Breakdown ( <b>Annex 1</b> )	
	Outcome of participation ( <b>Annex 2</b> )	