# DANIDA INNOVATION & BUSINESS EXPLORER

# REQUEST FOR DISBURSEMENT

Ministry of Foreign Affairs

2025

# Introduction

No later than three months after the completion of the project, the Danish company must submit the Completion Form and the Request for Disbursement together with the required documentation - as one pdf document - to the Ministry of Foreign Affairs, Department for Green Diplomacy & Climate by e-mail to [klima@um.dk](mailto:klima@um.dk)

The required documentation is as follows:

* Auditor’s Report
* Completion Form

The fixed hourly rates in DKK are as follows:

* Danish company staff including travel 926
* International Consultant fee including travel 1.389
* Local Consultant fee excluding travel 926
* Preparation and completion 463

The maximum number of hours per day is 8 hours and 40 hours per week. In addition, international travel time may be included in the budget with a maximum of 8 hours per day.

For information please contact:

Ministry of Foreign Affairs of Denmark

Department for Green Diplomacy & Climate

Asiatisk Plads 2

1448 Copenhagen

Denmark

[klima@um.dk](mailto:klima@um.dk)

The Auditor’s Report, Completion Form and Guidelines can be downloaded from this [link](https://um.dk/en/danida-en/sustainable%20growth/partnerships/danida-innovation-and-business-explorer/).

|  |  |
| --- | --- |
| **DANIDA INNOVATION & BUSINESS EXPLORER REIMBURSEMENT FORM** | |
| Danida Reference No. |  |
| Date of commitment |  |

|  |  |
| --- | --- |
| **DANISH COMPANY** | |
| Company name |  |
| Address |  |
| CVR number |  |
| Telephone |  |
| e-mail |  |
| Contact person |  |
| Telephone |  |
| e-mail |  |
| Bank details -  Reg.nr & konto nr. |  |

|  |  |
| --- | --- |
| **LIST OF ATTACHMENTS** | |
| *Please list attachments for documentation of international travel for company staff and international consultants, and proof of payment made to consultants for their services (add rows as required)* | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

By submitting this document with the intention of applying for reimbursement from the Ministry of Foreign Affairs we solemnly declare that:

* The information given in this form is correct and true
* The number of hours claimed for reimbursement have been used for the purposes as applied for and approved by the Ministry of Foreign Affairs
* The persons named below are authorised to sign on behalf of the company

|  |  |  |  |
| --- | --- | --- | --- |
| Place and date: |  | Place and date: |  |
| Company: |  | Company: |  |
| Company stamp: |  | Company stamp: |  |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Signature: |  | Signature: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SPECIFICATION OF ACTIVITIES** | | | | | | | |
| **Danish company staff and international consultants** | | | | | | | |
| Name | Position/consultant company | Dates of travel | | Number of hours | | | Voucher No. |
| Departure | Return | Travel | Work | Total |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Local consultants** | | | | | | | |
|  |  |  | | |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SPECIFICATION OF EXPENSES** | | | | | |
| Name | Position/consultant company | Total hours per staff/consultant | Rate | Total  DKK | Approved budget DKK |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Preparation and completion max. 80 hours | |  |  |  |  |
| Specific activities (non-salary)  (maximum 20% of total budget) | | Expenses related to activity | |  |  |
|  | |  | |  |  |
|  | |  | |  |  |
|  | |  | |  |  |
|  | |  | |  |  |
| Total | | | |  |  |
| Reimbursement 50 % | | | |  |  |