Reimbursements

APC sponsored participants must claim for reimbursements by submitting the **APC Reimbursement Form**.

Here you will be able to upload the necessary supporting documents (receipts, invoices) for your reimbursement request.
Please upload supporting documents in one single (merged) PDF file.

Eligible expenses:

- Visa processing costs
- Travel insurance costs
- Previously approved Home-Airport-Home costs above 100 USD.

Per diem and home-airport transport costs and will be internally calculated for you, you don't need to claim for these costs. They will be included in your reimbursement payment.

APC staff will need to create an expense report to claim reimbursement for the costs with receipts requirement described above. Per diem and home-airport transport will be included in your next salary payment.

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