



Brussels,  
February 2010

**Information Note:  
Reimbursement of translation costs**

As mentioned in the 2010 Calls for Proposals, the Commission will reimburse the translation costs resulting from the translation into English of a proposal submitted in response to one of the Calls, for up to an amount of €2500 per proposal, provided that the proposal has been submitted before the deadline specified in the relevant call text in an official Community language.

Please note that VAT is not considered eligible for reimbursement under this call for proposals, and as such the net amount will be reimbursed.

Furthermore, the Agency reserves the right to carry out any checks that might be needed and / or to request any supporting documents to verify that the costs of translation are reasonably close to the market rates for translation work in the Member State. On this basis, if it considers justified, the Agency reserves the right to restrict the reimbursement accordingly.

In order to be reimbursed, the applicant must provide evidence that the translation has been performed by a registered translation services company or individual.

Accordingly, the applicant (entity or Member State) shall provide a copy of the official letter requesting the translation, which must include the following elements:

- Full name and address of the applicant
- Proposal reference number (i.e. the 32 digit reference code generated by reference code which is automatically generated by the TENtec eSub tool upon submitting a proposal)
- Exact title of the proposal

In addition, the applicant shall provide the original of the official invoice (including a unit price) for the translation issued by the registered translation services company or individual, with its official registration number.

The English translations of the documents for the ATM / FABs call for proposals should be sent by email to the following mailbox before 10 May 2010 at 17:00.00:

[tenea-helpdesk-call-map2010@ec.europa.eu](mailto:tenea-helpdesk-call-map2010@ec.europa.eu)

The evidence (i.e. copy of the letter requesting translation and the original of the official invoice) shall be sent to the following address before 31 July 2010:

TEN-T Executive Agency  
T1 - Financial Department  
Square Frère-Orban 10  
B-1049 Brussels