



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY AND TRANSPORT

Unit B- Trans-European Network-Transport

**Brussels,
28 05 2008**

Information Note on the re-imbusement of the translation costs

As mentioned in the Calls for Proposals (Annual and Multi-annual), the Commission will reimburse up to an amount of 2.500€¹ per proposal, the translation costs resulting from the translation into English of the proposal submitted to one of the Calls of the TEN-T exercise in 2008.

In order to be reimbursed the applicant must give evidence of a translation performed by a registered translation services company or individual.

Accordingly, the applicant (entity or Member State) shall provide the following documents:

- An official letter requesting the reimbursement and providing the following elements :
 - Full name and address of the applicant
 - proposal reference number
 - exact title of the proposal

A standard letter that may be used as model by the applicant is attached

- The official invoice for the translation issued by a registered translation services company or individual, with its Official registration number.

TEN-T HELPDESK

¹ Call for proposal for 2008 – Annual & Multi-Annual- “Arrangements for the submission form” (paragraph 12.3.3 for Annual call and paragraph 11.3.3 for MAP calls) “Each version may be submitted in the Member State's language but a working version in English should be transmitted in parallel respecting the deadline mentioned in point 11.1. At the request of the Member State, the European Commission will sponsor each translation up to an amount of 2500 € (two thousand five hundred Euros).”

Place.....Date.../.../.....

Full Name of the applicant:
Reference Number of the application:
Complete title of the proposal:

To European Commission
DG TREN- Unit B- TEN-T
Director Jonathan Scheele
At the attention of

Subject: Reimbursement of translation

Dear Mr. Scheele,

Under the terms foreseen in your Call for Proposals (a) Annual¹ – or (b) Multi-Annual² - , I would like to be reimbursed for the translation costs, incurred for the submission of my proposal in its English version, which has been performed by a registered translation services (a)company or (b) individual.

The proposal I have submitted concerns the field ofand has the reference number

The translation costs are of an amount of xx,xx (in full) Euro as referred in the invoice provided by the translation services (a)company or (b) individual. – full name and address as well as national registration number.

I attach to this letter the original of the official **invoice** of the translation service provider.

Signature of the applicant

¹ Annual Call for proposal for 2008 – paragraph 12.3.3 “Arrangements for the submission form” (OJ, 25.04.2008, p. 39)

² Multi-annual Call for proposal for 2008 – paragraph 11.3.3 “Arrangements for the submission form” (OJ, 25.04.2008, p. 40)