How to claim your expenses

This single PDF has everything you need for your European Days of Action grant - the instructions and both forms, all in one file. Read the guide, then fill in your forms directly on the pages below. No separate downloads, no converting files.

What's in this PDF:

When you're done: save this PDF and email it, together with your scanned receipts and/or tickets, to info@goodfoodgoodfarming.eu

Deutscher Naturschutzring e.V.
c/o Good Food Good Farming - Marienstraße 19-20, 10117 Berlin, GERMANY

HOW TO DECLARE
EXPENDITURES

PURPOSE OF DOCUMENT:

This guide is part of one combined PDF that already includes everything you need - instructions and forms together, nothing to download separately. Please read the instructions carefully, fill in the Expenditure Form on page 4 of this PDF, then send the whole file together with your scanned receipts to info@goodfoodgoodfarming.eu

STEP 1: MAKE EXPENDITURES

You may now go ahead make the intended purchases for your event (within the scope of the agreed subgrant). These can include photo- or videography, venue rental, expert fees, media coverage, catering, logistics, physical materials or any event-related costs. Note: the grant does not cover investments that go beyond the event!

STEP 2: SCAN RECEIPTS AND SAVE ORIGINAL

For our accounting, we need the original receipts as well as a scanned version of all receipts. Please send the original receipts all in one envelope to:

Deutscher Naturschutzring e.V.
c/o Good Food Good Farming
Marienstraße 19-20 10117 Berlin – GERMANY

STEP 3: FILL IN THE EXPENDITURE FORM.

The Expenditure Form is already included on page 4 of this PDF - no separate document needed. Fill in the required fields directly there. In case you purchased goods in a currency other than EUR, please convert your costs into EUR and indicate the exchange rate.

STEP 4: SEND EVERYTHING TO GFGF

You did it! Save this whole PDF (with the Expenditure Form filled in on page 4) and send it together with all your scanned receipts to info@goodfoodgoodfarming.eu. Attention: Please write 'Expenditure Form EDoA 2026 - [Name of your organisation]' in the subject line of the email. Once we receive, review and approve everything, we will issue your refund. This process should take about 2 weeks.

HOW TO REIMBURSE
TRAVEL EXPENSES

PURPOSE OF DOCUMENT:

This guide is part of one combined PDF that also includes the Expenditure Form and this Travel Expense Form - nothing to download separately. Please read the instructions carefully and send this whole PDF, together with your tickets, to info@goodfoodgoodfarming.eu

STEP 1: BOOK YOUR TRAVELS

You can book any related travel for your event (within the agreed subgrant), as part of the European Days of Action 2026 taking place in the month of October.

STEP 2: SAVE THE TICKET

For our accounting, we need the original ticket (not just a copy) of your transportation ticket. Life is easiest when you have an **online ticket** - then you just need to send us the pdf. But if you have a paper-ticket, you need to send it to our office:

Deutscher Naturschutzring e.V.
c/o Good Food Good Farming
Marienstraße 19-20 10117 Berlin – GERMANY

In case you are booking a **flight** to come to Berlin and not a train/bus, you also need to provide us with the original invoice (not only the email flight confirmation).

STEP 3: FILL IN THE TRAVEL EXPENSE FORM

The Travel Expense Form is already included on page 5 of this PDF. Fill in the required information directly there, including your bank details. In case you purchased your tickets in a currency other than EUR, please convert your costs into EUR and indicate the exchange rate.

STEP 4: SEND EVERYTHING TO GFGF

You did it! Save this whole PDF (with the Travel Expense Form filled in on page 5) and send it together with your tickets to info@goodfoodgoodfarming.eu. Attention: Please write 'Expenditure Form EDoA 2026 - [Name of your organisation]' in the subject line of the email.
Once we receive, review and approve everything, we will issue your refund. This process should take about 2 weeks.

Reimbursement of expenses

Financial Year 2026 | 02.09.2026

To: Jürgen Maier Marienstraße 19-20 10117 Berlin	**Titel/Expenditure:**
Kostenstelle: (to be filled in by accounting department)	5837
ggf. Projekttitel:	Good Food Good Farming
	Cash payment: ☐ Debit card payment: ☐ Date: Statement no.:
Bank details of the recipient	
Name: IBAN: BIC:	

Breakdown of total amount:

Date	Cost in your currency	Cost in EUR	Use/Item
If applicable, exchange rate			
Amount to be paid			

Factually and arithmetically correct:

(date signature of recipient)

Instructed to pay: (date, signature of authorising officer)	Data recorded on:

Deutscher Naturschutzring e.V. c/o Meine Landwirtschaft, Good Food Good Farming

Marienstr. 19-20, 10117 Berlin, Germany

Reisekostenabrechnung
Travel Expense Report

Good Food Good Farming

Projektname
Title of Project

Vor- und Nachname
First and Last Name

Adresse und Land
Address and Country

Reisestrecke
Travel Itinerary

Zweck der Reise
Purpose of Trip

Reiseantritt ab (Ort) *Beginning of Trip (city)*		**Datum** *Date*		**Uhrzeit** *Time*	
Reiserückkehr (Ort) *End of Trip (city)*		**Datum** *Date*		**Uhrzeit** *Time*	

Fahrtkosten *Travel Expenses*

	Euro	Wechselkurs *Exchange Rate*	Ausländ. Währung *Foreign Currency*
Bahn *Train*			
Flug *Flight*			
Öffentliche Verkehrsmittel *Public Transport*			
PKW km x 0,30 € per km/return trip (max. 130 €) *Personal car*			
Gesamtkosten / *Total*			

Zahlung / *Payment*

Überweisung
Bank transfer

Kontoinhaber/in
Account holder

Kontonummer
Account number

IBAN

BLZ / SWIFT

Name der Bank
Name of Bank

Datum
Date

Unterschrift
Signature