



**Structural Funds Programme of Malta (2004-2006)**  
**Training Co-financed by the European Union**  
**European Social Fund (ESF)**



**REQUEST FORM CBSF 001 - OVERSEAS TRAINING**

**Applicant Details:**

*Applicants are requested to refer to the application procedure before completing this request form.*

1. Name of Applicant

2. Designation

3. Department/Organisation

4. Ministry - where applicable

5. Telephone number

6. Email

7. Signature of Applicant

**Training Activity Details:**

8. Title of training activity

9. Location of training activity

10. Organisers of training activity

11. Dates of training activity

**Financial Details:**

**12. Estimate in LM**  
to be filled in ex-ante

**18. Actual in LM**  
to be filled in ex-post

13. Flights - where applicable

14. Per Diem - rates quoted in travel circular

15. Accommodation & Transfers

16. Conference Fees - where applicable

17. Total Amount Requested

19. Comments / vote(s)/bank account(s) for reimbursement

**For official use only:**

20. Reference

21. Date:

**Approved**

**Rejected**

22. Official Stamp of ESF IB & Signature

23. Documents required for payment by Treasury

24. Reimbursement letter

27. Statement of Expenditure

30. Accommodation receipt(s)

25. Flight ticket payment receipt

28. TR#S-9 (for non-public officers)

31. Conference payment receipt

26. GA 27A (only for public officers)

29. Flight ticket & Boarding Passes

32. Transfer receipt(s)

