Reimbursement Documentation Guidelines

To ensure a smooth reimbursement process, please make sure that all supporting documents comply with the project requirements before making any payment or requesting an invoice.

Before Requesting an Invoice

Before asking a supplier or service provider to issue an invoice, please send them the VAT Exemption Certificate (Avrupa Birliği İstisna Belgesi) provided by the project team.

Invoices issued with VAT cannot be reimbursed under the project. Therefore, it is the fellow's responsibility to ensure that the supplier applies the VAT exemption before preparing the invoice.

Required Documents for Reimbursement

Please submit the following documents together with your reimbursement request:

1. Original Invoice

The invoice must be issued to:

Sabancı University Nanotechnology Research and Application Centre (SUNUM)

Orta Mah. University Cad. No: 27/1

34956 Tuzla, Istanbul, Türkiye

Tax Office / Tax Number: TUZLA / 7360955929

The invoice must also include the following project information:

Project: NanoBio4Can – Nanobiotechnologies for Innovative Therapeutic Approaches for Cancer

EU Project No.: 101126492

TÜBİTAK Project No.: 123C460

2. Proof of Payment

Please provide the original proof of payment, such as:

Bank transfer receipt or

Credit card receipt or statement

Other official payment document

3. Additional Supporting Documents

please also provide:

Tax Residence Certificate (for foreign suppliers, if required)

Official assignment

Certificate of participation (for conferences, workshops, training events, etc.)

Signed Expense Declaration Form

Important Note

Reimbursement requests can only be processed when all required documents are complete and compliant with the project rules. Missing or incorrect documentation may result in delays or rejection of the reimbursement request.

We kindly ask all fellows to carefully follow these requirements before making any purchase or payment.