

Reimbursement Process Instructions



BICI Technical Meeting

In preparation for reimbursements

After the conclusion of the BICI Technical Meeting, you will have the opportunity to submit expenses that you have purchased for reimbursement. The following are accepted expenses:

- Visa fees
- Transportation to/from airports
- Dinner on the nights of Monday, December 2, and Thursday, December 5 (up to 250 BRL per dinner per delegate)

Important: receipts are required for every expense! It is recommended to take a photo of your receipt immediately after paying.

Process

In order to receive reimbursement, download and complete [this reimbursement form](#) with your contact information, the currency you would like to be reimbursed in, a description of each expense, the amount paid, and the currency paid in. You do not have to complete the last two columns (currency conversion/exchange rate) - GDCI can do so. Please create a zip file with your reimbursement form and receipts and submit it below.

[Submit your reimbursement form and receipts here.](#)

After submission, you may be required to complete a vendor profile and verify your bank information with GDCI's fiscal sponsor, Rockefeller Philanthropy Advisors, to receive payment. Below are instructions to help you understand what to expect in that process:

- [English](#)
- [Spanish](#)
- [Portuguese](#)

Please note that the average payout time for wire transfers is 2 weeks, but can take up to 1 month.

If you have any questions, please contact Christie Klima at christie@gdci.global.