**Annex E: Request for Reimbursement**

<Date of the payment request >

For the attention of:

**The Imprest Administrator/Managing Director,**

CoCoDev Project

Uganda Coffee Development Authority,

Plot 35 Jinja Road, Kampala

Coffee House,

Reference number of the grant contract:

Title of the grant contract: Name which signed grant agreement

Address of the grantee:

Payment request number:

Period covered by the payment request:

Dear Sir/Madam,

I hereby request payment under the contract mentioned above.

The amount requested is <refer to Article 4, section 7 of the Grant Support Agreement>.

Please find attached the following supporting documents:

* Updated Financial Report with supporting documents

The payment should be made to the following account name, bank name and account: <as given in the financial identification form annexed to the contract[[1]](#footnote-1)>

***Declaration on honour***

***I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.***

***I hereby certify that the costs declared have been incurred in accordance with this contract and that they can be considered as eligible in accordance with the contract.***

Yours faithfully, < Name, signature, date >

1. In case a different bank account has to be used a new financial identification form has to be timely submitted. [↑](#footnote-ref-1)