

## Reimbursement Guide

### Submitting your SPP Claim for Reimbursement Form:

- Choose the appropriate Claim Form. i.e. Public Service / Public Sector/ NGOs for 100% reimbursement of salary costs or Private Sector for 50% of the salary costs;
- Copies of Student Payslips over the SPP period. Pay slips should clearly indicate leave/sick leave in hours availed, including pro rata bonuses and the number of basic hours worked during the payroll run;
- Company Invoice to MITA (in the case where an invoice cannot be issued then kindly submit a letter on official Ministerial Letterhead requesting the reimbursement of the funds in question) addressed to MITA requesting the reimbursement of the amount in question. It is important to note that since this is a reimbursement it is VAT exempt, and the it should not have any VAT charge indicated.

- Kindly address the invoice to:

Malta Information Technology Agency (MITA)  
Gattard House  
National Road  
Blata L-Bajda  
HMR 9010

Our VAT no is as follows – MT 1913 4013.

Other documents to be submitted duly filled in and signed as part of your claim are:

- The Employer's Exit Survey is to be filled in online through the following link:  
<https://goo.gl/vLQ4hp>

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- Copy of Letter of Intent (duly filled and signed) - **please ignore this part if you have already returned this document;**

In order to fully process your claim, we require all of the above-mentioned documentation to be returned to MITA by no later than **Friday, October 30<sup>th</sup>, 2020**. No claims received following this date will be processed for reimbursement.