

ESPON 2013 Programme

TRAVEL REIMBURSEMENT RULES

Sounding Board - KSS Experts

I. General rules

The ESPON Programme finances certain travel costs with regard to the expenditure of key actors involved in the implementation of the ESPON 2013 Programme.

Administrative procedures of reimbursements

Travel costs will be reimbursed following the submission of a Travel reimbursement claim which shall include the following forms and supporting documents:

- a "Travel Expenditure Declaration" duly filled in and signed by the relevant person;
- a "Financial Identification Form" duly filled in and signed;

The Financial Identification form should be submitted with the first Travel reimbursement Declaration and should be resubmitted should bank details change.

- All original tickets, boarding card stubs, invoices and receipts must be kept and attached to the travel expenditure declaration;
- Reimbursement claims submitted with copies of receipts or where supporting documents are missing can not be accepted.

The Travel Reimbursement Declaration and the supporting documents must be submitted to the ESPON Coordination Unit within 8 weeks following the end of the meeting. After this deadline the CU will not be able to process the Travel Reimbursement.

Travel costs must be directly related to an ESPON event and should the representative travel as well for other meetings the entire cost of the travel might not be accepted. As a general rule the most economic way of transport and accommodation have to be used. In any case, business class tickets will not be accepted.

Therefore, it is strongly advisable that the representative contact the ESPON CU in advance should their travel arrangements deviate from the above mentioned rules and/or a specific situation needs to be taken into account.

II. Specific rules for the experts

Type of costs	Reimbursement
Travel costs	
Economy flight or 1 st class train ticket (flight price, airport taxes, booking fees) Airfare is eligible under the condition that an economy class ticket is used. <u>Business class flight ticket is not eligible and it will not be reimbursed.</u>	✓
Train, Bus and taxi (preferably public transports)	✓
Use of personal car to the venue can be covered only for distance no higher than 150 Km one way from/to the meeting place and is reimbursed as the equivalent of 1 st class train ticket on the basis of price statement.	✓
Public parking fee is <u>not eligible</u> for reimbursement	✗
Accommodation costs	
Hotel costs shall stay within the fixed amount per night for the country of destination (see table below) <i>*An additional night can be reimbursed in relation to flight connections, should this be necessary and prior agreed.</i>	<p><u>One</u>* hotel night for meeting lasting one day</p> <p><u>Two</u>* hotel nights for meeting lasting two days</p>

No room service/mini bar alcoholic drinks or extra personal expenditures like laundry or telephone costs can be reimbursed.	x	
Subsistence costs		
<ul style="list-style-type: none"> - Spending on lunch and dinner shall normally stay within the fixed amount per meal including beverage indicated for the country of destination (see table below). - Alcoholic drinks like beer and wine accompanying a meal can be accepted. - Meals and beverages during travel are reimbursable in case of delays and/or no serving during travel. - A bottle of water, juice or similar for the night in a hotel can be accepted 		
Maximum amounts*for hotel accommodation costs per night & maximum meals costs by European countries:		
<i>*Maximum amounts are regularly updated and indexed on the EC thresholds.</i>		
Country	Accommodation Maximum Amount per night (Autumn 2006)	Meals Maximum Amount per lunch or dinner (Sept. 2007)
Austria	130,00 €	25,00€
Belgium	140,00 €	25,00€
Bulgaria	169,00 €	33,50€
Cyprus	145,00 €	40,00€
Czech Republic	155,00 €	45,00€
Denmark	150,00 €	45,50€
Estonia	110,00 €	27,00€
Finland	140,00 €	40,00€
France	150,00 €	30,00€
Germany	115,00 €	25,00€
Greece	140,00 €	25,00€
Hungary	150,00 €	30,00€
Ireland	150,00 €	32,50€
Iceland	160,00 €	40,00€
Italy	135,00 €	34,50€
Latvia	145,00 €	27,00€
Liechtenstein	95,00 €	40,00€
Lithuania	115,00 €	27,00€
Luxembourg	145,00 €	30,00€
Malta	115,00 €	30,00€
Norway	115,00 €	40,00€
Poland	145,00 €	30,00€
Portugal	120,00 €	26,00€
Romania	170,00 €	31,50€
Slovakia	125,00 €	22,50€
Slovenia	110,00 €	29,00€
Spain	125,00 €	29,00€
Sweden	160,00 €	40,00€
Switzerland	140,00 €	37,50€
The Netherlands	170,00 €	32,50€
United Kingdom	175,00 €	45,00€
Other expenses		
<ul style="list-style-type: none"> - No daily allowance will be paid - No exchange fee can be reimbursed - No other specific costs will be considered eligible 		

Annexes:

- 1) Travel reimbursement declaration
- 2) Financial identification form

TRAVEL EXPENDITURES DECLARATION

**Sounding Board Expert – Insert Project Acronym
Insert meeting date & Place**

Please submit the present reimbursement claim to the ESPON Coordination Unit.

Send by mail to: **ESPON Coordination Unit
CRP HT P.O. Box 144
L-4221 Esch-sur-Alzette - Luxembourg**

the following documents and details have to be sent **at the latest with the last invoice related to the relevant service contract**

- this **duly signed** declaration of expenditures with
- the **original tickets & receipts and supporting documents**

IDENTIFICATION			
Name of Delegate:			
Organization :			
Address :			
City, City code :			
Tel :		Fax :	
e-mail :			
Financial Identification: <i>The ESPON Financial Identification Form is to be completed for initial & new ESPON reimbursements, changes to financial identification must be notified to the CU using the Financial Identification form.</i>			

TRAVEL EXPENSES :			
Dates of Trip:	Currency*	Amounts	Supporting documents to be attached**
Hotel :			Original invoice
Flight ticket :			Original Passenger receipt Original Boarding Stubs
Local Travel: (Train, bus, taxi)			Original tickets / receipts
Use of private car: (Reimbursement on the basis of train ticket)			Price statement / Offer
Subsistence costs:			Original tickets / receipts
<small>* The correct exchange rate, will be applied by the ESPON Managing Authority, following the ERDF provisions when payment is being processed ** Any deviation or specific situation needs explanation in a separate note/letter</small>			

	Date : _____	Signature : _____ <i>I confirm that these expenditures are true and exact.</i>
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Please fill in a Financial Identification Form only for:
a) Initial reimbursements or b) Change of bank details

FINANCIAL IDENTIFICATION FORM		
Project / Meeting :		
Details of the person/company who/which engaged the expenditure		
LAST NAME, FIRST NAME:		
INSTITUTION:		
ADDRESS OF INSTITUTION:		
POST CODE & TOWN OF INSTITUTION:		
COUNTRY OF INSTITUTION:		
TVA/VAT ID NUMBER (if relevant) :		
TELEPHONE NUMBER:		
REIMBURSEMENT TO A PERSONAL ACCOUNT:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
REIMBURSEMENT TO AN INSTITUTIONAL ACCOUNT:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Details of the ACCOUNT HOLDER		
NAME OF ACCOUNT HOLDER* :		
ADDRESS OF ACCOUNT HOLDER :		
POST CODE & TOWN OF ACCOUNT HOLDER :		
TVA ID OF ACCOUNT HOLDER (if relevant) :		
BANK NAME:		
BANK CODE/SWIFT:		
BANK AGENCY & COUNTRY:		
IBAN**:		
*Please ensure that the name of the account holder is correct, otherwise the payment may be rejected		
** The IBAN is mandatory		
SIGNATURE : _____		
NAME :	_____	DATE: _____
COMPANY STAMP : _____		

