

EURON Travel Reimbursement Form

PARTICIPANT

Name of participant: _____

Partner Institution: _____ **MB No** _____

Address _____

MEETING

Place: _____ **Date:** _____ **Purpose:** _____

Travel route: from _____ to _____ to _____

Date / time of arrival : _____ **Date / time of departure:** _____

TRAVEL COSTS

Air Amount _____ (ticket attached in original)

Train Amount _____ (ticket attached in original)

Car From To To.....

(Price of first class ticket for equivalent route – proof must be enclosed)

- **Daily allowance** (160 EUR) will be automatically calculated depending on the time of arrival and departure.
- **Hotel, taxi, buss etc.** – NO separate reimbursement. Costs must be covered by the daily allowance.

BANK INFORMATION OF THE INSTITUTION

Account holder _____

Bank name _____

Bank address _____

SWIFT No _____ **IBAN** _____

Send Form with associated documents to

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Mrk. EURON-CLAIM

Article **6.4.5** of Annex 1
Travel Reimbursement

The EURON Network will adopt the general rules for travel reimbursement normally applied by the European Commission. This implies:

AirFare

Only economy class fares will be reimbursed. If higher costs are incurred the equivalent economy fare will be reimbursed.

Per diem.

The EU per-diem rate will be used for reimbursement. At present the daily allowance is 160 Euro per day.

Hotel expenses

These must be covered from the daily allowance. No extra hotel costs can be reimbursed.

National travel

Travel within a single country is not covered. Only travel to another country is covered.

Consequently event organisers and national participants are not eligible for travel reimbursement.

The procedure for reimbursement is as follows:

1. An event organiser provides a list of participants to the Coordinator.
2. Each participant submits a cost statement (a standard form for reimbursement will be provided on the EURON WWW site). The cost statement must contain:
 - Full name of participant
 - Institution / member number
 - Bank details for the institution (no private accounts can be accepted)
 - Travel route (Departure-Venue-Return)
 - Time of arrival
 - Time of Departure
 - Copies of tickets (originals, if full amount to be reimbursed)
 - The per-diem rate is computed automatically based on arrival and departure times. There is no need to send hotel receipts as they will not be reimbursed.
3. Travel costs are reimbursed as soon as possible and no later than 60 days after receipt of the travel claim.

For the annual meeting and other large scale events the Network Board may decide to provide flat rate reimbursement – as has been the practice in FP5 EURON – i.e., each institution is guaranteed a flat rate for (partial) coverage of expenses in relation to the event.