

# EUCogII

## Rules for Travel Cost Reimbursement

### 1. General Provisions

- These rules shall hold equally for all approved reimbursements; for members, partners, invited speakers, etc. For stays of over 5 nights, special provisions apply and prior approval is required. Reimbursements over 1000€ require prior approval also.
- Travel expenses are reimbursed on the basis of actual expenses and for these the most appropriate and economical means must be sought. Accommodation, subsistence and local travel expenses are reimbursed through flat rates. (Except in those cases where accommodation or subsistence is provided by the organizers and actual cost can be determined.)
- Procedure: 1) an online form is filled in and submitted, including a listing of supporting documents, 2) the form is printed and signed, 3) the printed form and original supporting documents (including tickets/e-ticket printouts and boarding pass stubs) are sent to the coordination office, 4) the coordination office sends funds through the most cost-effective means.
- Timeframe: All claims must be submitted online within 3 months of travel. Supporting documents and signed application form must reach the Coordination Office within 1 month of online submission.
- Currency: All costs claims are reimbursed in €. The relevant exchange rate is the spot rate of the European Central Bank for the day when the costs are claimed online: <http://www.ecb.int/euro.html>.

### 2. Per diem/noctem

- The per diem is 70€. This rate is paid per day of attendance at an event. Half this rate is paid for members who travel up to 50km to the venue.
- The per noctem is 110€. This rate is paid if members travel from more than 50km to the venue and stay overnight. One overnight stay per day of attendance is paid. One further overnight stay per trip can be added if a member cannot reach their destination on the same day (or if this addition is more cost-effective than travel on the same day). This shall be considered the case if a member cannot reach the event or home destination without departing from the first train station before 7:00 (first airport before 8:00) or without arriving at the last train station or airport after 23:00.

### 3. Travel Costs

- Travel costs shall be covered from and to the place of current residence. If travel is to or from another destination, prior approval is required. Distances shall be measured as shortest road/sea distance on standard online tools (Google or ViaMichelin).
- Local travel up to 50km is considered covered by the per diem. Local travel to and from the airport or train/bus/ship station is covered by the per diem, unless it exceeds 50km.
- Travel over 50km: 2<sup>nd</sup> class train/bus/ship travel, including any supplements.
- Travel over 400km: economy air travel or first class train/bus/ship travel.
- For travel over 50km, car use, hired or private, will be reimbursed at the rate of 0,22€ per km distance. This amount shall cover all costs of car use, except ferries. In the case of further members using the same car, the driver shall be entitled to 1/2 of this reimbursement in addition.

### 4. Faculty and Student Visits

- For faculty or student visits, subsistence costs are reimbursed at a rate of 80€ per night for a maximum of 14 nights. For a maximum of a further 14 nights, half this rate (40€) is paid. One return travel is covered according to the normal guidelines.

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- Draft, V.C. Müller, based on euCognition rules, EC Rules for Experts, EC Missions Guide.  
Approved 19.02.09, following Coordination Council meeting 09.02.09  
- Addition sect. 4 “Faculty & Student Visits” following Coordination Council meeting 28.07.09  
and online voting 09.08.09.