



## Policy on reimbursement of travel and accommodation expenses

### SIDE CIC project

#### Kick-off meeting – Thursday, 23 May 2024, Brussels (Belgium)

#### **Please read this carefully!**

Costs for travel and accommodation will be covered by the EFBWW in the framework of the SIDE CIC project for representatives of the 27 EU Member States and candidate countries. The following measures are essential in order to qualify for reimbursement by the European Commission in the context of activities it co-funds.

**Costs for travel and accommodation for this project will be reimbursed using unit costs (not actual costs).** However, participants are still required to provide proof of their travel, so it can be checked ex-post by the European Commission audit.

Costs for travel and accommodation will be reimbursed after the event and after the reimbursement form, together with the originals of the following documents, have been received by the EFBWW by post<sup>1</sup>:

- The reimbursement form signed by the participant
- The invoice from the hotel, if any.
- The travel justification documents:
  - For air travel: all boarding passes (outward and return journeys for each part of the trip). Electronic boarding passes are accepted if they show the QR code.
  - Bus or Train travel: the outward and return journey bus or train e-ticket.
  - Car travel (for a one-way itinerary of up to 400km): A signed statement mentioning the following elements: name of the event you attended; towns of departure and arrival; car plate number; persons travelling with you if any.

#### **1. Accommodation costs**

**A maximum of 1 night hotel accommodation**, including breakfast will be covered by the project. In case you need to stay an additional night due to complicated flight schedules, please contact Frank Leus ([fleus@efbww.eu](mailto:fleus@efbww.eu)).

**You are required to book your own hotel accommodation.**

The refund will be for a set amount of **137 EUR**.

All extras and personal expenses are payable by participants and will not be covered by the EFBWW.

---

<sup>1</sup> Without these documents or in case of no show, EFBWW will not be able to reimburse your travel costs.

## 2. Travel costs

According to the new financial rules for EU grant applications, travel costs will not be reimbursed on the basis of real costs, but as lump sums/unit costs, depending on the distance travelled.

Methods to calculate the amount reimbursed are explained below.

**For return travels between 50 and 399 km:** land travel will be required.

Please refer to the tables below to know the lump sum you will be entitled to:

- For Intra-member state (within an EU-country):

| Country | Amount in EUR per return trip |
|---------|-------------------------------|
| AT      | 60                            |
| BE      | 46                            |
| BG      | 12                            |
| CZ      | 20                            |
| DE      | 64                            |
| DK      | 76                            |
| EE      | 16                            |
| EL      | 36                            |
| ES      | 52                            |
| FI      | 36                            |
| FR      | 64                            |
| HR      | 36                            |

| Country | Amount in EUR per return trip |
|---------|-------------------------------|
| HU      | 28                            |
| IE      | 36                            |
| IT      | 52                            |
| LT      | 20                            |
| LV      | 16                            |
| NL      | 49                            |
| PL      | 20                            |
| PT      | 40                            |
| RO      | 16                            |
| SE      | 56                            |
| SI      | 27                            |
| SK      | 20                            |

- For Inter-member state (between two EU-countries):

| MS | AT | BE | BG | CZ | DE | DK | EE   | EL | ES | FI   | FR | HR | HU | IE | IT | LT | LU | LV | NL | PL | PT | RO | SE | SI | SK |
|----|----|----|----|----|----|----|------|----|----|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| AT |    |    |    | 58 | 65 |    |      |    |    |      | 64 | 58 | 58 |    | 58 |    |    |    |    | 58 |    | 58 |    | 58 | 58 |
| BE |    |    |    |    | 82 |    |      |    |    |      | 82 |    |    |    |    |    | 50 |    | 82 |    |    |    |    |    |    |
| BG |    |    |    |    |    |    | 37   |    |    |      |    | 36 | 26 |    |    |    |    |    |    |    |    | 17 |    |    |    |
| CZ | 58 |    |    |    | 65 |    |      |    |    |      | 64 | 36 | 26 |    |    |    |    |    |    | 20 |    | 19 |    | 37 | 21 |
| DE | 65 | 82 |    |    | 65 | 76 |      |    |    |      | 82 | 65 |    |    | 65 |    | 82 |    | 65 | 65 |    |    |    | 65 |    |
| DK |    |    |    |    |    | 76 |      |    |    |      |    |    |    |    |    |    |    |    | 76 |    |    |    | 76 |    |    |
| EE |    |    |    |    |    |    |      |    |    |      |    |    |    |    |    | 22 |    | 22 |    |    |    |    |    |    |    |
| EL |    |    | 37 |    |    |    |      |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| ES |    |    |    |    |    |    |      |    |    |      | 82 |    |    |    |    |    |    |    |    |    | 54 |    |    |    |    |
| FI |    |    |    |    |    |    |      |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    | 55 |    |    |
| FR | 64 | 82 |    |    | 64 | 82 |      |    | 82 |      |    |    |    |    | 82 |    | 82 |    | 82 |    |    |    |    |    |    |
| HR | 58 |    | 36 | 36 | 65 |    |      |    |    |      |    | 36 |    |    | 50 |    |    |    |    |    |    | 36 |    | 37 |    |
| HU | 58 |    | 26 | 26 |    |    |      |    |    |      |    | 36 |    |    |    |    |    |    |    | 26 |    | 26 |    | 37 | 26 |
| IE |    |    |    |    |    |    |      |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| IT | 58 |    |    |    | 65 |    |      |    |    |      | 82 | 50 | 50 |    |    |    |    |    |    |    |    |    |    | 50 |    |
| LT |    |    |    |    |    |    | 21.5 |    |    |      |    |    |    |    |    |    |    |    | 19 |    | 20 |    |    |    |    |
| LU |    | 50 |    |    | 82 |    |      |    |    |      | 82 |    |    |    |    |    |    |    |    | 82 |    |    |    |    |    |
| LV |    |    |    |    |    |    | 21.5 |    |    |      |    |    |    |    |    | 19 |    |    |    |    | 20 |    |    |    |    |
| NL |    | 82 |    |    | 65 | 76 |      |    |    |      | 82 |    |    |    |    |    | 82 |    |    |    |    |    |    |    |    |
| PL | 58 |    |    | 20 | 65 |    |      |    |    |      |    |    | 26 |    |    | 20 |    | 20 |    |    |    |    |    |    | 21 |
| PT |    |    |    |    |    |    |      |    |    | 53   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| RO | 58 |    | 17 | 19 |    |    |      |    |    |      |    | 36 | 26 |    |    |    |    |    |    |    | 20 |    |    |    | 21 |
| SE |    |    |    |    |    | 76 |      |    |    | 54.7 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| SI | 58 |    |    | 37 | 65 |    |      |    |    |      |    | 37 | 37 |    | 50 |    |    |    |    |    |    |    |    |    | 37 |
| SK | 58 |    |    | 21 |    |    |      |    |    |      |    |    | 26 |    |    |    |    |    |    | 21 |    | 21 |    | 37 |    |

**For return travels of more than 400 km:** you can either:

- Travel only by air
- Travel only by train
- Combine both

For these travels, please refer to the table below to know the lump sum you will be entitled to:

| <b>Distance band<br/>(in km)<sup>2</sup></b> | <b>Amount per<br/>return trip in<br/>EUR</b> |
|--|--|
| 400-600                                      | 245  |
| 601-800                                      | 261  |
| 801-1200                                     | 276  |
| 1201-1600                                    | 288  |
| 1601-2000                                    | 369  |
| 2001-2500                                    | 429  |
| 2501-3500                                    | 541  |
| 3501-4500                                    | 659  |
| 4501-6000                                    | 796  |
| 6001-7500                                    | 900  |
| 7501-10000                                   | 1 201  |
| 10001-max                                    | 1 376  |

All distances are to be measured using either the rail or flight calculator at the following website:  
[https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs\\_en](https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en)

The one way distance between the departure and arrival point corresponds to the amount for the return journey. For example: a meeting takes place in Rome and you depart from Brussels. Then you take the distance calculated by the website (Brussels to Rome is 1171 km), and this one-way distance gives you the corresponding band to define the lump sum you are entitled to.

In this case (1171 km) the amount for your return trip is **276€**.