



TRAVEL REIMBURSEMENT PROCEDURE

CESSDA ERIC MAIN OFFICE

CESSDA ERIC will reimburse the following expenses:

1. Trip to the country where the event takes place: return flight in economy class, return trip by train/bus/boat in economy class.
2. The costs of transportation to the country where the event takes place by a personal car in accordance with the regulations of the claimant's institution.
3. Transfer to/from the airport (public transport, express bus/train. Transfer by taxi is only allowed if there is no public transportation available or in case of time constrains. The total amount for the whole trip paid for a taxi should not exceed 50€. Taxi expenses will only be reimbursed against the amounts detailed on taxi receipts.
4. Transfer from the hotel/place of accommodation to/from the meeting venue is only reimbursed if the meeting venue is not within walking distance of the hotel/place of accommodation.
5. Food expenses according to the national regulations of claimant's country.
6. Accommodation according to the national regulation of claimant's country. No undocumented overnight accommodation allowance is payable.
7. Total amount of the reimbursed expenses should not exceed 800€.

Reimbursement procedure

The claimant reports travel expenses to his/her institution. The institution sends the invoice to CESSDA ERIC MO.

The invoice should be submitted to the CESSDA ERIC MO, as soon as possible and no later than **60 days** after the date on which the expense/event incurred.

Following documents should be enclosed to each invoice:

1. Summary of travel expenses details per claimant (spread sheet provided by CESSDA MO as Annex to this document)
2. Tickets and receipts confirming the costs. E-tickets and scans of receipts are acceptable. Supporting copies of receipts and tickets are required and should be submitted along with the invoice.



The currency for the reimbursement is only EUR. CESSDA ERIC does not reimburse the invoices provided in local currency. Local currency should be converted into EUR according to monthly average currency rate and stated in the invoice and in the Summary of travel expenses.

It is not possible to reimburse the costs to the private bank account.

The invoicing address is as follows:

CESSDA ERIC
Parkveien 20
5007 Bergen
Norway

The following information should be detailed on the invoice:

- Reference to Project/Purpose of the travel
- Specification of the expenses: name of the claimant, dates, location and name of the event

The invoice and supporting documents should be sent in **PDF format** to **finances@cessda.eu**.

If you have any questions concerning the reimbursement of travel expenses, please contact Van My Tieu, CESSDA Senior Financial Manager, van.tieu@cessda.eu.

Ron Dekker
Director