

**ANNEX 5 - Statement of reimbursable expenses NAME OF PROJECT and REPORTING PERIOD**

[illegible]

(1) Transport mode: A - Air / R - Rail / C - Car

(2) Travel costs inclusive **public transport** (no taxi) from airport/station to meeting point and back.

(3) Daily allowance threshold covers breakfast, lunch, dinner, beverages, minibar, parking tickets, local transport (taxi, bus, metro, tram, except **public transport** from AP/station to meeting point and back). For applicable thresholds per country see Annex to the contract "Daily Allowances".

(4) If room price includes breakfast, please deduct 15% from DA amount and please fill in "Y" in column K. If breakfast is invoiced separately on the invoice, please fill in "N" in column K and deduct breakfast price from hotel cost claimed. (column M)

(5) Real cost of hotel invoice minus the separately invoiced breakfast

(6) For applicable hotel thresholds per country see Annex to the contract

(7) If hotel price below treshhold, real hotel price to be claimed. If hotel price > treshhold, amount of treshhold to be claimed.

### Calculation of the daily subsistence allowance

Daily subsistence allowances are calculated according to the length of the trip:

- six hours or less: reimbursement of actual expenses (on production of supporting documents);
- more than six hours but not more than twelve hours: half the daily allowance;
- more than twelve hours, but not more than twenty-four hours: the daily allowance;
- more than twenty-four hours but not more than thirty-six hours: one and a half times the daily allowance;
- more than thirty-six hours but not more than forty-eight hours: twice the daily allowance;
- more than forty-eight hours but not more than sixty hours: two and a half times the daily allowance, and so on.

### Calculation of the duration

The duration of the travel is calculated from the time of departure of the transport used to the time of its arrival on return to the place of employment. Solely for the purpose of settling expenses, 30 minutes are automatically added to the departure and arrival times for journeys by train and two hours before take-off and after landing for journeys by air.

## ARTICLE II.18 - REIMBURSEMENTS

II.18.1. Where provided by the Special Conditions or by Annex II, the Commission shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets.

II.18.2. Travel and subsistence expenses shall be reimbursed, where appropriate, on the shortest itinerary.

II.18.3. Travel expenses shall be reimbursed as follows:

- a) travel by air shall be reimbursed up to the maximum cost of an economy class ticket the time of the reservation;
- b) travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
- c) travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;
- d) travel outside Union territory shall be reimbursed under the general conditions stated above provided the Commission has given its prior written agreement.

II.18.4. Subsistence expenses shall be reimbursed on the basis of a daily allowance as follows:

- a) for journeys of less than 200 km (return trip) no subsistence allowance shall be payable;
- b) daily subsistence allowance shall be payable only on receipt of a supporting document proving that the person concerned was present at the place of destination;
- c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including accommodation, meals, local transport, insurance and sundries;
- d) daily subsistence allowance, where applicable, shall be reimbursed at the rate specified in Article I.3.

II.18.5. The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the Commission has given prior written authorisation.

II.18.6. Conversion between the euro and another currency shall be made using the daily exchange rate published in the C series of the Official Journal of the European Union of the day on which the expense was made.

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