

## **Travel and Reimbursement Guidelines for EATRIS-Plus Staff Exchange Programme Participants**

### **Introduction and General Guidelines**

The goal of this document is to provide guidelines on travel for EATRIS-Plus Staff Exchange Participants.

### **Travel Guidelines for *EATRIS-Plus Project Partners***

Participants of the Staff Exchange Programme whose institutions are official beneficiaries of the EATRIS-Plus Project will have to follow their own institutional travel guidelines. The cost of the visit will be withheld from EATRIS-ERIC's budget and transferred to each project partner with the closest upcoming reporting interim payment cycle.

### **Travel Guidelines for *non-EATRIS-Plus Project Partners***

Participants of the Staff Exchange Programme from Non-EATRIS-Plus Project Partner institutions will have to follow EATRIS-ERIC's Travel policy. EATRIS-ERIC will reimburse the institution of the participant based on an institutional invoice, and individuals will not be directly reimbursed by EATRIS-ERIC.

The following information pertains ONLY to non-EATRIS-Plus Project partners. For EATRIS-Plus project partners, please see p. 2 "Reimbursement Guidelines for EATRIS-Plus Project Partners".

### **Allowance**

Participants traveling for the purpose of EATRIS-Plus Staff Exchange Programme are entitled to transportation, hotel accommodation, subsistence (*except hotel minibar and alcoholic beverages*) and services which meet reasonable standards for convenience, safety and comfort.

Since 2021 COVID-19 testing for travel purposes is deemed to be such a service. Whenever COVID-19 tests are a requirement for travel (either Rapid Antigen or PCR tests) EATRIS will cover these costs.

### **Bookings**

EATRIS-ERIC will not provide any support of travel arrangements. All travel and accommodation reservations should be made by the participant/ or the participant's home institution.

### **Combining with personal travel**

Not permitted

### **Specific guidelines per expense**

#### **Train travel**

For *national travel (in any country)* first-class tickets are permitted.

For *international routes (e.g. Thalys, Eurostar, etc.)* second-class tickets should be booked.

### **Air travel**

For *European* flights economy class tickets should be booked.

For *Intercontinental* flights economy plus tickets are permitted.

It is permitted to accumulate frequent flyer miles/benefits for your personal accounts.

Seat allocations that incur additional cost can be made.

### **Car Travel**

The current reimbursement rate for car travel within EU member countries is €0,19 per km. In the United Kingdom the government recognized reimbursement rate is GBP 0,45 per mile.

### **Hotel Accommodation**

Hotels of moderate and reasonable comfort should be sought, rather than deluxe/luxury hotels.

### **Written Approval**

Written approval of the acceptance of the Staff Exchange visit must be obtained from EATRIS-Plus project management team before making any travel and accommodation reservations.

### **After your trip**

Upon your return from the Staff Exchange visit, the claim for reimbursement of costs should be submitted by email to the EATRIS Office Manager ([office@eatris.eu](mailto:office@eatris.eu)). The claim should be in the form of a single cumulative institutional invoice with the total cost of the visit, as well as the scans of all individual invoices and receipts. The single cumulative institutional invoice must include the following details for each cost item (sum, date, provider, cost description). The scanned invoices and receipts must be combined into one single PDF document and individual receipts numbered corresponding to invoice.

All claims should be submitted to EATRIS-ERIC within 3 months (90 days) after the visit, and no later than December 2023 for participants traveling in 2023.

### **Reimbursement Guidelines for EATRIS-Plus Project Partners**

In order for the costs to be transferred to the participant institution from EATRIS-ERIC's project budget at the end of the reporting cycle, the scanned copies of all the receipts and invoices must be retained by the participant's institution and submitted to EATRIS-ERIC in one single combined PDF document within 3 months (90 days) after the visit, and no later than December 2023 for participants traveling in 2023.

### **Contact Details**

All general questions and reimbursements as well as budget transfer requests of the EATRIS-Plus Staff Exchange Programme should be submitted to the project manager Eliis Keidong on [eliiskeidong@eatris.eu](mailto:eliiskeidong@eatris.eu).



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