

note

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Rules for travel reimbursement and daily subsistence allowance for users with an InGRID-2 visiting grant

Obligations

- submit the reimbursement form to the access provider with complete details, original signatures and original receipts/invoices/boarding pass within 60 days after the end of the access to the research infrastructure;
- users must have completed the reporting of the access and the **EC user questionnaire** as soon as possible and within 45 days after the visit. Otherwise reimbursement will not be provided;
- users must be able to prove their visit to the research infrastructure with a logbook or timesheet, signed by both the user and the access provider.

Flat rate for daily subsistence allowance

The flat rate for daily subsistence allowance is foreseen per access day. This allowance can be used to cover accommodation costs and meals, as well as local travel costs between the research infrastructure and the place of the accommodation. This allowance will not be provided for days of the travel, weekend days or official holidays. Costs exceeding this flat rate will not be covered and must be paid by the user.

Users will receive a daily subsistence allowance for each actual access day (fulltime) to the research infrastructure. In the event of cancellation or absence due to disease, this subsistence allowance cannot be claimed.

The subsistence allowance is calculated with a country correction.

Flat rates for the daily subsistence allowance per country

Country	Maximum rate (euro)
Belgium	147
France	147
Germany	131
Hungary	131
Italy	145
Luxembourg	165
The Netherlands	166
Spain	134
Sweden	162
United Kingdom	174
Slovakia *	131



Travel expenses

These expenses include the long distance travel between countries, as well as the travel costs from and to the airport, in both the host country and the country of residence.

Plane, train and bus

- Early booking is required. In all cases, only economy class bookings will be reimbursed except in very special circumstances and only with prior approval of the access provider. First class, business class and premium economy tickets will be reimbursed at the level of the economy fare.
- Travel costs will be reimbursed up to a maximum of 300 EUR. For travel costs exceeding this limit, prior approval of the access provider is needed.
- Travel to and from countries other than the host country and your country of residence needs to be justified. The access provider will take a decision on the (amount of and eligibility of these costs for) reimbursement of these travel expenses.
- When no price is indicated on the e-ticket, the invoice must be added to the reimbursement request.
- Costs for seat reservation, transport of necessary luggage and supplements for fast trains are eligible expenses.
- The shortest and most economical route by train or bus between the departure point and the place of the research infrastructure must be used.

Any derogation requires prior approval of the access provider.

Car

- The shortest route must be taken.
- Car rental is not reimbursed.
- For the use of a private car, users may claim mileage reimbursement at xxx/km (amount depends on the access provider) for the roundtrip, up to the price of a second-class advance rail fare from their home to the research infrastructure. When two or more persons entitled to reimbursement of travel expenses use the same car, only the person responsible for the car shall be reimbursed. The names of the passengers must be declared on the reimbursement form. In this case, the passengers cannot claim these travel expenses themselves.
- Additional accommodation while travelling by car is not eligible.

Public transport from and to the airport

The user must indicate the type of local transport expenses and include all tickets or receipts.

Taxi from and to the airport

Taxi fares (from and to the airport) shall only be reimbursed when no public transport is available, for early departure (between 0.00 am and 7.00 am) or late arrivals (after 9.00pm), and only up to a maximum of 40 EUR per leg. Taxi receipts are always required.

Local transport expenses (by train, bus, tram, metro, taxi):

Local transport costs, between the accommodation and the research infrastructure, must be paid from the daily subsistence allowance.

Non eligible costs

Registration fees, health-related expenses, life, luggage and cancellation insurances are not eligible for reimbursement.

Fuel and tolls are not eligible for reimbursement.

Travel cancellation

In the event that a user has booked his/her travel arrangements and hotel accommodations and then is subsequently unable to visit the research infrastructure, the following policy shall apply: in the event of any cancellation or a change in itinerary for any reason, costs for hotel accommodation and travel arrangements cannot be claimed to the research infrastructure.