



**European Reference Laboratory for Insects
and Mites (consortium)**

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Ref. Reimbursement information letter

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Our ref.
Reimbursement instructions

Dear participant,

This document reports the information for the reimbursement of your travel, hotel expenses and daily allowances incurred to attend the EURL **“Training session on the morphological identification of Thysanoptera with special focus on *Thrips palmi* Karny, 1925”**. The costs will be reimbursed for **only one NRL representative per EU Member State**. Travel, hotel expenses and daily allowances shall be reimbursed in accordance with the points below cited by the EU Commission (EC) in the **“Eligibility Rules of Expenditure.”**

I. Travel Costs are reimbursed as actual costs.

Travel expenses incurred for the participation in the EURL training are to be reimbursed exclusively based on the most appropriate and cost-effective means of transport between the laboratories' premises and the place where the training is organised.

- a. **Travel by rail:**
Travel expenses are to be reimbursed for first-class travel by the shortest and most cost-effective route.
- b. **Travel by air:**
Travel expenses are to be reimbursed by the shortest and most cost-effective route. Air travel is to be booked, at the lowest available rates, taking into account the duration of meetings:
 - 1) in economy class or equivalent;
 - 2) in business class or equivalent, if the journey includes at least one segment involving at least 4 hours continuous flying time.
 - 3) Where the fare conditions require a weekend stay (Sunday rule), additional daily allowances may be paid if cost-effective overall. Participants are to request and retain from the approved travel agency the different rates available (including/excluding a weekend stay) so that the most cost-effective decision is reached. Nevertheless, participants are not under an obligation to spend the weekend at the place of training for the sole purpose of more cost-effective travel arrangements.



- c. **Travel by car** for professional reasons:
Travel by car is authorised if cost-effective compared to travel by air or rail, particularly where the car is shared by a number of participants. Travel by private car for professional reasons is authorised. However, travel expenses relating to the distance covered are to be reimbursed up to a maximum of EUR 0,22 per km. If several people travel together in one vehicle, only the person in charge of the vehicle will receive travel expenses.
- d. **Taxis, Parking, Tolls and Public transport (bus, tram, metro):**
The daily allowance is normally considered to cover all expenditure incurred by the participants attending the training. Expenses relating to public transport, taxi fares, tolls and parking are not eligible costs for reimbursement.

II. Daily allowances Calculation

- a. The amount paid for daily allowances depends on the duration of the mission:
- from 00h00 to 06h00: 0,20 Daily allowance (DA)
 - from 06h01 to 12h00: 0,5 DA
 - from 12h01 to 24h00: 1 DA
 - from 24h01 to 36h00: 1,5 DA
 - each successive 12-hour period: 0,5 DA

III. Method of length calculation

The hours taken into account to calculate the daily allowance are:

- a. for air travel: including 2 hours before the flight departure and 2 hours after the flight arrival,
b. for train travel: including 0,5 hour before the train departure and 0,5 hour after the train arrival.

Expenses covered

- a. The daily allowance is to be paid at a flat-rate amount and is considered to cover breakfast, two main meals and all other sundries, travel means as stipulated under point I. Travel costs - d. and the cost of telecommunication tools.

Amount of the daily allowance

- a. The amount of the daily allowance is to be determined in accordance with Article I of Commission Delegated Regulation (EU) 2016/1611 of 7 July 2016. The amount of the daily allowance **in France** is **EUR 102 per day**, including breakfast, two main meals and all other sundries. However, the daily allowance is reduced according to offered meals.

IV. Hotel costs are reimbursed as actual costs

- a. The ceiling for hotel costs is to be determined in accordance with Article 1 of Commission Delegated Regulation (EU) 2016/1611 of 7 July 2016. The ceiling for hotel expenses (set by the EU) **in France** is **EUR 180 per night**. In case hotel costs include breakfast cost, the reimbursement of hotel costs must be decreased by 15% as breakfast is covered by the daily allowance. If the exact amount of breakfast can be determined by a declaration of the hotel, then this amount shall be deducted from hotel costs.



As a rule, we refund a maximum of **two nights** for one eligible participant in the EURL training. However, a **supplementary third night refunding may be requested** if direct return is impossible the day the training ends. Requesters should provide a justification of such an impossibility (*e.g.* screenshot of transportation timetables).

The **Provider information sheet** (Financial Identification Form) is available on the EURL website Training page. Please fill out electronically (preferred) the grey fields where appropriate. The reimbursement form must be signed.

Please, attach all accompanying proofs (boarding cards, train tickets, travel agency invoices, hotel invoices, electronic tickets or any other proofs requested by the EC and EURL) with glue or tape on an A4 sheet, in a way the proofs can easily be checked and scanned.

Make a copy or scan all your documents before sending in case the original documents get lost in the mail.

Please, send the documents, including scanned proofs and reimbursement form to sylvie.dubois@anses.fr and physically by mail to:

Sylvie Dubois
ANSES Service Affaires Générales - Laboratoire de la Santé des Végétaux
7 rue Jean Dixméras – 49044 Angers Cedex 01
France

Used tickets, original boarding cards and hotel invoices are to be provided to the Commission upon its request.

Should you have any questions related to the content of the reimbursement rules or administrative/practical issues, please contact the EURL at eurl-insects-mites@anses.fr.

With kind regards,

Philippe Reynaud
Director of the EURL for Insects and Mites