



INSTRUCTIONS FOR THE REIMBURSEMENT OF TRAVEL, ACCOMMODATION AND SUBSISTENCE COSTS

GENERAL RULES

Expenditure relating to travel, accommodation and subsistence costs in the frame of workshop, training session or expert meeting.

Participants are reimbursed on a flat-rate basis according to [European Commission Decision C\(2021\)35](#).

In order to facilitate the reimbursement of the incurred costs within the EC rules, it is crucial that the participants read and respect exactly the following instructions.

Any travel arrangement that does not respect these rules will not be eligible for EC funding.

Following instructions we have received from our administrative office, we kindly request you to bear in mind that the costs incurred shall be reimbursed **EITHER** to you **OR** to your Institute. In case you cannot bear the costs and be reimbursed, would you be so kind to arrange with your institute that it takes in charge entire of the costs. In this way, we can treat your reimbursement appropriately and handle it much more quickly.

TRAVEL COSTS

Train and plane tickets will no more be refunded according to the bill but according to the amount corresponding to the distance between your town and the venue of the seminar depending on you travelled by train, plane or car. An estimation shall be given to participants after the closure of registration.

Travel units costs are calculated for each travel and person travelling. All distances are to be measured using either the rail or flight [online calculator](#).

The travel unit costs depend on the distance between the place of departure and the place of arrival. All unit costs are an amount to cover a return trip. However, the calculation of the distance is done on the basis of the 1-way distance between the points.

Some examples:

- Flight Athens (departure) – Vienna (connecting flight) – Brussels (arrival): distance (between Athens and Brussels – starting and end point) 2087,25 km = 343 € unit cost;
- Flight Madrid (departure) – Brussels (arrival) : distance between Madrid - Brussels = 1308,05 km = 230 € unit cost;
- Flight Berlin (departure) – Madrid (arrival) : distance between Berlin - Madrid = 1861,87 km = 295 € unit cost;
- Train Brussels (departure) - Paris (arrival) : amount for inter-member states return journey between 500 and 400 km = 82 € unit cost.

The rules are as follows:

- Land travel between 50 and 399 km covers any form of travel (bus, rail or car).



Travel:

- by air above 400km: amount depending on distance band x no. of journeys;
- by rail above 400km: amount depending on distance band x no. of journeys;
- combined air and rail above 400 km: amount depending on distance band x no. of journeys;
- land travel (50 - 399km) in 1 Member State: amount for intra-Member State x number of journeys
- land travel (50-399km) between 2 Member States: amount for inter-Member State travel x number of journeys;
- travel between EU and one of EU's outermost regions and overseas countries and territories (OCTs): specific unit cost for that OCT x number of journeys;
- journey of less than 400 km not covered by land transport (e.g. Helsinki/Tallinn): unit cost for air travel (400-600 km) x number of journeys;
- travel to/from places more than 400 km from a primary airport (e.g. certain regions in Finland): relevant unit cost for air travel x 150% number of journeys.

<p>1. <i>travel <u>only by air</u> ($\geq 400\text{Km}$)</i> <i>OR</i></p> <p>2. <i>travel <u>only by rail</u> ($\geq 400\text{Km}$)</i> <i>OR</i></p> <p>3. <i>travel <u>combining air and rail</u></i></p> <p>Apply 1 unit cost per distance band (point 5.1)</p>	<p>4. <i>travel <u>only by land</u></i> <i>(between 50 and 399km)</i></p> <p>➤ intra-Member State travel Apply 1 unit cost per Member State (point 5.2)</p> <p>➤ inter-Member State travel Apply 1 unit cost between two MS (point 5.3)</p>
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“5.1 Amounts for return air, rail and combined air/rail journey

5.2 Amounts for intra-Member State return journeys by land between 50 and 400 km

Distance band (in km) ²	Amount per return trip in EUR
400-600	245
601-800	261
801-1200	276
1201-1600	288
1601-2000	369
2001-2500	429
2501-3500	541
3501-4500	659
4501-6000	796
6001-7500	900
7501-10000	1 201
10001-max	1 376

Country	Amount in EUR per return trip
AT	60
BE	46
BG	12
CZ	20
DE	64
DK	76
EE	16
EL	36
ES	52
FI	36
FR	64
HR	36
HU	28
IE	36
IT	52
LT	20
LV	16
NL	49
PL	20
PT	40
RO	16
SE	56
SI	27
SK	20



No connection below 400 km
 "normal" train connection
 High speed train

5.3 Amounts for Inter-Member States return journeys between 50 and 400 km (EUR)

MS	AT	BE	BG	CZ	DE	DK	EE	EL	ES	FI	FR	HR	HU	IE	IT	LT	LU	LV	NL	PL	PT	RO	SE	SI	SK
AT				58	65						64	58	58		58				58		58			58	58
BE					82						82						50		82						
BG								37				36	26									17			
CZ	58				65						64	36	26						20		19		37	21	
DE	65	82		65		76					82	65					82		65	65				65	
DK					76														76				76		
EE																22		22							
EL			37																						
ES											82									54					
FI																							55		
FR	64	82		64	82				82						82		82		82						
HR	58		36	36	65								36		50							36		37	
HU	58		26	26											50					26		26		37	26
IE																									
IT	58				65						82	50	50											50	
LT							21.5											19			20				
LU		50			82						82								82						
LV							21.5									19				20					
NL		82			65	76					82						82								
PL	58			20	65								26			20		20				20			21
PT									53																
RO	58		17	19									36	26						20					21
SE						76				54.7															
SI	58			37	65							37	37		50										37
SK	58			21									26							21		21		37	

5.4 Amounts for return journeys to outermost regions and OCTs

Region/OCT	EUR
Aruba	1 343
Bonaire	1 344
Curaçao	1 302
French Polynesia	2 204
Greenland	1 118
Guadeloupe	801
French Guiana	905
Martinique	958
Mayotte	1 170
New Caledonia	2 065
Réunion	1 040
Saba	1 286
Saint Helena	2 395
Saint Martin	939
Saint Pierre and Miquelon	1 832
Wallis and Fotuna	2 398



SUBSISTENCE

A European legal **daily subsistence allowance** will be allocated in reimbursement to each participant as a flat-rate amount in order to cover breakfast and two main meals, local travel (bus, metro, tram), the cost of telecommunications, including fax and internet, and all other sundries. See table 5.5.

Subsistence unit costs are for a 24-hour period. The hours taken into account to calculate the unit costs are the hours of departure from home country and the hours of arrival back to home country. The first day is rounded up to one full day. The total hours of the travel is rounded up or down to the nearest full number of days.

Example: Travel to Paris from Athens

- Subsistence for France = 102 € per day
- Departure from Athens: Wednesday 4 December 2023 at 8.35 am.
- Arrival back to Athens on Wednesday 6 December 2023 at 11.55 pm.

A full day is a 24-hour period.

From Monday 8.35 am (=24h) to Wednesday 11.55 pm (=23h55) is 24+24+23,9 = 71,9 = 71,9 hours, so this should be rounded up to the nearest full day which is 72 hours or 3 days of subsistence for this travel.

Subsistence costs => 3 x 102 € = 306 €

Please note that no additional subsistence costs can be reimbursed.

ACCOMMODATION

In the frame of workshop, training sessions and expert meetings, the EURL covers the price of the eligible nights according to the flat-rate defined by the European Commission, see Table 5.5.

5.5 Amounts for accommodation and subsistence costs

Country	Accommodation - Amount in EUR per night	Subsistence - Daily Rate in EUR
Albania	101	50
Algeria	157	85
Armenia	115	70
Austria	126	102
Azerbaijan	136	70
Belarus	108	90
Belgium	137	102
Bosnia and Herzegovina	90	65
Bulgaria	110	57
Croatia	104	75
Cyprus	120	88
Czechia	107	70
Denmark	158	124
Egypt	152	65
Estonia	107	80
Finland	146	113
France	166	102
Germany	119	97
Georgia	134	80
Greece	107	82
Hungary	105	64
Iceland	190	85
Ireland	139	108
Israel	187	105
Italy	114	98
Jordan	140	60

Kosovo ¹²	92	60
Latvia	95	73
Lebanon	154	70
Libya	146	50
Liechtenstein	135	80
Lithuania	94	69
Luxembourg	163	98
Malta	141	88
Moldova	133	80
Montenegro	98	60
Morocco	129	75
Netherlands	133	103
North Macedonia	95	50
Norway	145	80
Palestine ¹³	140	60
Poland	103	67
Portugal	109	83
Romania	109	62
Serbia	105	60
Slovakia	98	74
Slovenia	113	84
Spain	117	88
Sweden	158	117
Switzerland	178	80
Syria	145	80
Tunisia	99	60
Turkey	116	55
Ukraine	122	80
United Kingdom	151	125

¹² This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

¹³ This designation does not entail any recognition of Palestine as a state and is without prejudice to positions on the recognition of Palestine as a state.



PROCESS TO BE REIMBURSED

Send ORIGINAL:

- Financial Identification Form (FIF)
- boarding passes;
- train/flight tickets;
- hotel bill.

To this address:

ANSES – LSAL – SAG (EURL CPS)
Bât. Bachelard (ACI-BAC-004)
14, rue Pierre et Marie Curie
F- 94 701 MAISONS-ALFORT cedex
FRANCE

If original are digital documents please send it by e-mail to adm.eurl-staphylococci@anses.fr

Reimbursement will only be processed when all **written proofs of expenditure** are **attached** to the **travel expenses** and **financial identification forms**.

For further information related to the reimbursement procedure, please do not hesitate to email us at adm.eurl-staphylococci@anses.fr .