



INSTRUCTIONS FOR THE REIMBURSEMENT OF TRAVEL COSTS AND DAILY ALLOWANCES

GENERAL RULES

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

Participants are reimbursed on a basis of actual expenses.

ONLY ORIGINAL DOCUMENTS ACCEPTED

Expenses are documented by submission of *ORIGINAL* receipts. **COPIES ARE NOT ALLOWED.**

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.

DEMAND FOR EXTENSION OF STAY BEFORE BOOKING YOUR TRAVEL

If you want to stay for personal reasons, in this case your stay costs (daily allowances and hotel nights) related to this extension cannot be reimbursed.

Nevertheless, additional daily allowances may be granted in order to qualify for a reduced-rate fare, provided this results in an overall saving (travel expenses, accommodation and daily allowance). **The approved travel agency must provide a quotation of the different rates available (including or not the extension of stay).** These quotations are to be sent with your hotel quotation for approval to adm.eurl-listeria@anses.fr before buying the travel tickets.

TRAVEL COSTS

Travel expenses will be covered following the EC rules. Participants must use the most appropriate and cost-effective means of transport. As far as possible, public or shared transport should be used taking into account, among other things, of the environmental impact. Moreover the EURL has a limited and predefined budget to organize workshops, training sessions and meetings thus least costs shall be selected for travel.

- **RAIL:** travel expenses are reimbursed for first-class travel by the shortest and most cost effective route.
- **AIR:** travel may be booked in economic class or equivalent, at the lowest available rates, taking into account the times of workshop.
- **CAR for professional reasons:** the use of a car is authorised where this improves cost effectiveness or is necessary for professional reasons and particularly where the vehicle is shared by a number of colleagues. In other than these authorised cases, travel expenses for the use of a car for personal reasons will be reimbursed up to a maximum of the cost of the most appropriate means of transport.
- **TAXIS - PARKING – BUS – METRO - TRAM:** the daily allowance is considered to cover all expenditure incurred by the participants attending a workshop. **These Expenses (bus, metro, tram, taxis fares, parking) will not be reimbursed in this frame but should be covered by the daily allowance.**



DAILY ALLOWANCES

A European legal **daily subsistence allowance** (or per diem) of **103,00 euros** (event in Portugal) 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.

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

- **For rail travel:** including 0,5 hour before train departure and 0,5 hour after the train arrival.
- **For air travel:** including 2 hours before the flight departure and 2 hours after the flight arrival;

In order to facilitate the organisation the cost of convivial dinner is deducted from the daily allowance.

30% of your daily allowance may be deducted when your lunch or dinner is offered to participants.

ACCOMMODATION

In the frame of workshop, training sessions and expert meetings, the EURL covers the price of the eligible nights up to the ceiling defined by the Commission (168€/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 the breakfast can be determined by a declaration of the hotel, then this amount shall be deducted from hotel costs.

PROCESS TO BE REIMBURSED

1. Submit online the [travel expense form](#)
2. send ORIGINAL:
 - Financial Identification Form ([FIF](#));
 - boarding passes;
 - train/flight tickets stating the price;
 - invoice of the travel agency for the train/flight,
 - hotel bill if relevant.

To this address:

ANSES – Laboratory for Food Safety
Administrative and Financial Affairs (EURL Lm)
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-listeria@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-listeria@anses.fr .