

ERFP Rules for Reimbursement of Costs

1. Reimbursement Claim

Any request for reimbursement must be agreed with the ERFP Secretariat in advance of occurrence. Participants to, and organisers of, ERFP meetings are entitled to reimbursement of costs only if the ERFP Secretariat made a commitment accordingly.

The original of the reimbursement claim including tickets, invoices, etc. must be directed to ERFP's account management at:

European Federation for Animal Sciences (EAAP)
Attn. Elena Couto
Via G. Tomassetti 3, 1/A
IT-00161 Roma
Italy

A scanned copy of the reimbursement claim and the invoices etc. has to be send to the ERFP Secretariat:

Federal Office for Agriculture and Food (BLE)
Information and Coordination Centre for Biological Diversity
Attn. Babette Balzer
Deichmanns Aue 29
D-53170 Bonn
Germany
babette.balzer@ble.de

The reimbursement will be made against air / train tickets, receipts and invoices only.

Expenses other than those specified in these ERFP rules will not be reimbursed.

2. Reimbursement in Working Groups, Task Forces and Ad hoc actions

Expenses in Working Groups, Task Forces and Ad hoc actions need the approval by the Chairs or coordinators within the agreed budget before the approval by the Secretariat in order to be paid by the EAAP. At the request of a chair or coordinator, the Steering Committee may decide to spend more funds in a particular budget line up to a limit of 25% of this budget line, within the overall ERFP budget as approved by the Assembly.

3. Advance Payment

ERFP will not carry out advance payments to individuals.

Any costs occurring in connection with the respective ERFP venue can be paid in advance, however. EAAP may settle the invoices directly with the contractor. In this case the invoice has to show the net amount plus % VAT and the total sum and has to be addressed to the above mentioned address. The invoice needs to indicate the event, that is the name of the venue for which the money is used.

4. Daily Allowances

ERFP will not pay daily allowances or per diems.

5. Travel Expenses

Airplane

Only Economy class air tickets will be reimbursed by ERFP.

The electronic ticket or the travel invoice which shows the full cost of the ticket needs to be attached to the reimbursement claim.

Private car

Reimbursement for travel by private car will only be on the basis of prior approval for such travel by the secretariat. For travel of distances of more than 400 km reimbursement of expenses for travel by private car will be based on the equivalent estimation of an economy class return air ticket leaving from the country of origin.

For travel of distances of less than 400 km the use of private car shall be reimbursed at the same rate as an economy class rail ticket, or by default at the rate of 0.30 € per km per car but not exceeding the costs for the rail ticket.

A travel agent's declaration of the cost of an economy class air / railway ticket must be attached to the reimbursement claim.

Taxi, Rental Car

Expenses for taxis or rental cars will not be reimbursed.

Exceptions may be made in justified cases. An explanatory statement has to be made on the reimbursement claim accordingly.

Railway

Economy class tickets only will be reimbursed by the ERFP.

Ship

Economy class passenger tickets will be reimbursed by ERFP, please note that this does not include cars or other vehicles.

6. Accommodation

Accommodation costs will be paid by ERFP. Participants and / or organisers are encouraged to book hotels with good rates. The reimbursement rate shall be capped at a maximum of € 120 per room per night.

Exceptions may be made in justified cases. An explanatory statement has to be made on the reimbursement claim accordingly.

The number of nights may not exceed the number of meeting days plus one.

Exceptions may be made in justified cases. An explanatory statement has to be made on the reimbursement claim accordingly for example if to stay more nights saves an important amount on the travel tickets.

Any additional items charged to the room including breakfast, drinks, snacks, room service, telephone bills, movie rentals, etc. must be paid individually on departure from the hotel or else be deducted from the reimbursement.

7. Participation at ERFP Assembly

ERFP will support the participation of National Coordinators at the ERFP Assembly of the country categories A and B, upon their request. Costs will be reimbursed according to the rules laid down here against reimbursement claim and original receipts only. The reimbursement cannot exceed € 850 per person.

The National Coordinator may be accompanied to the ERFP Assembly by technical advisors. These advisors will participate at their own expenses.

This rule is applied for the next two years and will be reviewed by the Assembly in 2013.

8. Other Items

All other costs such as rental of meeting room, catering, printouts, etc. shall be paid in advance by the organisers and will be reimbursed by ERFP. As indicated in article 2 invoices may be settled directly with the contractor.

Expenses for parking will only be reimbursed in justified cases. An explanatory statement has to be made on the reimbursement claim accordingly.

Toll expenses occurring for travel by car will be reimbursed.

9. Currency

Reimbursements will be made in Euros, where appropriate at the current exchange rate according to XE (<http://www.xe.com>).

10. Entry into Force

These rules were adopted by the ERFP Assembly of National Coordinators in August, 2011.