



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 gave its clearance.

First, a **scanned** copy of the reimbursement claim (including the originals of tickets, invoices, boarding pass, hotel bills, etc). has to be sent to the ERFP Secretariat **at the Email address:** Lauriane.Llareus@idele.fr

After approval by the ERFP Secretariat, the reimbursement claim including the originals of tickets, boarding pass, invoices, hotel bills, etc. must be sent to the **ERFP Secretariat, by post**, at the address:

Lauriane LLAREUS
ERFP Secretariat
149 rue de Bercy
75012 PARIS
FRANCE

The reimbursement will be made only if air / train tickets, boarding pass, receipts and invoices are provided.

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

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

All expenses need the approval by the Chairs or Project 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.

All other meeting costs such as rental of meeting room, printouts, etc. should generally be paid in advance by the organisers and will be reimbursed by ERFP, with exception as indicated in article 4 invoices may be settled directly with the contractor.

For meetings organized by ERF, one meal per full meeting day might be covered by ERF budget (or max. 25 € spent on meals per full meeting day/per person) (excluding alcoholic drinks) and one technical visit per meeting can be supported.

According to the Terms of Reference the following costs are eligible for refund:

- For the ERF Steering Committee: travel costs incl. accommodation for SC members only.
- For the ERF Working Groups: travel costs incl. accommodation for WG members only (or for one representative of the WG member confirmed by the respective NC), travel costs incl. accommodation for one additional expert, publication of reports, other actions, consumables and other costs; durables will not be considered an eligible expense nor will be salaries.
- For the ERF Task Forces: travel costs incl. accommodation for TF members only (or for one representative of the TF member confirmed by the respective NC), travel costs incl. accommodation for one additional expert and meeting costs.

The reimbursement for attending the General Assembly, Steering Committee, Working Groups, Task Forces or *Ad hoc* actions meetings cannot exceed € 850 per person per meeting. Visa cost will be reimbursed additionally on demand.

3. Participation at ERF Assembly

ERF will support the participation of National Coordinators at the ERF Assembly of the country categories A, B, C and D upon their request. Costs will be reimbursed according to the rules laid down here against reimbursement claim and original receipts only.

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

4. Advance Payment

ERF will not carry out advance payments to individuals.

Meeting costs occurring in connection with the respective ERF 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 EAAP address. The invoice needs to indicate the event (name of the venue for which the money is used). A scanned copy of the invoice has to be sent to the ERF Secretariat for the approval of the payment.

5. Daily Allowances

ERF will not pay daily allowances or per diems.

6. 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.

Train

Only Economy class rail 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 ERFP Secretariat. For travel of distances of more than 400 km (return) reimbursement of expenses for travel by private car will be based on the rate of 0.30 € per km but not exceeding the costs of 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 (return) the use of private car shall be reimbursed at the rate of 0.30 € per km per car but not exceeding the costs for the economy class 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, but only to the maximum amount of 30€. An explanatory statement has to be made on the reimbursement claim accordingly.

Further expenses for travel by private / rental car

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.

Total costs of the travel by private / rental car cannot exceed the costs of the equivalent estimation of an economy class return air / railway ticket leaving from the country of origin.

Ship

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

7. Accommodation

Accommodation costs will be paid by ERF. 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 with prior consent by the ERF Secretariat only. 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 drinks, snacks, room service, telephone bills, movie rentals, etc. must be paid individually on departure from the hotel or else will be deducted from the reimbursement.

8. Currency

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

9. Entry into Force

These rules were adopted by the ERF Assembly of National Coordinators in August, 2016.