



European Regional Focal Point for Animal Genetic Resources
c/o ERFP Secretariat
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ERFP Rules for Reimbursement of Costs

1. Reimbursement Claim

Any request for reimbursement must be agreed with the ERFP Secretariat. **In some specific cases (see hereafter) the agreement needs to be given before the occurrence of the event.** Participants to, and organisers of, ERFP meetings are entitled to reimbursement of costs only if the ERFP Secretariat gave its clearance.

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

After approval by the ERFP Secretariat, **original receipts** such as restaurant, taxi or train/bus tickets need to be sent to our office in Paris, France (see below). **Electronic copies** via email are sufficient for receipts not available in paper copy such as invoices/confirmations for flights and hotels. Therefore, if the receipts you are submitting for reimbursement are all in electronic form, you can send everything via email, including the scanned and signed claim form. If there are any original documents, receipts and reimbursement forms need to be sent to our office via regular mail to:

Lauriane LLAREUS
ERFP Secretariat
149 rue de Bercy
75012 PARIS
FRANCE (slow mail) and/ or by email at Lauriane.Llareus@idele.fr

Expenses paid in cash are not permissible, only expenses with traceable payments can be reimbursed.

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

Major expenses other than travel reimbursements need the approval by the Chairs or Project Coordinators within the agreed budget before the approval by the Secretariat **to be reimbursed.** 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 the exception, as indicated in

article 4, of invoices that may be settled directly with the contractor by the secretariat. **If the reimbursement of the organisers means paying VAT a second time, direct payment by the secretariat will be preferred.**

For meetings organized by ERFP, one meal per full meeting day might be covered by ERFP 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 a refund:

- For the ERFP Steering Committee: travel costs incl. accommodation for SC members only.
- For the ERFP Working Groups: travel costs incl. accommodation for WG members only and invited experts (or for one representative of the WG member confirmed by the respective NC). Publication of reports, consumables and salaries are not considered as an eligible expense.
- For the ERFP Task Forces: travel costs incl. accommodation for TF members and invited experts only (or for one representative of the TF member confirmed by the respective NC) and meeting costs as well as scientific articles.

The reimbursement for attending the General Assembly, Steering Committee, Working Groups, Task Forces or *Ad hoc* actions meetings cannot exceed **€ 950** per person per meeting. Visa cost will be reimbursed additionally on demand.

3. Participation at ERFP Assembly

ERFP will support the participation of National Coordinators at the **ERFP 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. **It cannot exceed € 950 per person per meeting.**

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

Invited speakers, WG chairmen (if not NCs), EAAP and FAO correspondent may have their travel costs reimbursed on demand. In this case, it cannot exceed **€ 950** per person per meeting **unless specifically granted by the SC for overseas speakers.**

4. Advance Payment

ERFP will not carry out advance payments to individuals.

Meeting 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 must show the net amount plus % VAT and the total sum and has to be addressed to the following EAAP address:

EAAP – European Federation of Animal Science
ERFP Secretariat
Via G. Tomassetti 3 A/1
00161 Rome
Italy

The invoice needs to indicate the event (name of the venue for which the money is used). A scanned copy or an electronic copy of the invoice must be sent to the ERFP Secretariat for the approval of the payment.

5. Daily Allowances

ERFP 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 (including agency fee) needs to be attached to the reimbursement claim.

Train and Bus

Only Economy class rail or bus 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 based **on prior approval** for such travel by the ERFP Secretariat and by providing the following information:

- Information about the car: type of car used, type of engine, type of fuel and year of the registration of the vehicle
- Starting point and destination
- Total of km travelled

The amount will be calculated **using the Automobile Club d'Italia official charts** <https://www.gazzettaufficiale.it/eli/id/2024/12/30/24A07021/SGI>.

The trip will be approved only if:

- for travel of distances of less than 400 km (return), the costs are less than an economy class rail ticket.
- For travel of distances superior to 400 km (return), the costs are less than an economy class return air ticket leaving from the country of origin.

In each case 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 must be made on the reimbursement claim accordingly.

Further expenses for travel by private / rental car

Expenses for parking as well as the use of a private car to join an airport will only be reimbursed in justified cases. An explanatory statement must 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 ERFP. Participants and / or organisers are encouraged to book hotels with good rates. The reimbursement rate shall be capped at a maximum of € 130 (including breakfast) per room per night.

Exceptions may be made in justified cases with prior consent by the ERFP Secretariat only. An explanatory statement must 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 must 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 are applicable for ERFP events that will be held from 1 January 2025 onwards.