

EC unit cost for travel reimbursement rules

ERN-EYE



Please, note, **only one attendee** of each ERN-EYE full member organisation can be reimbursed for participating to ERN-EYE events in **addition to ERN-EYE WG/TWG leaders, ePAGs and invited speakers**. Other participants from full member or affiliated partner organisations will have to cover their own expenses.



Train shall be privileged as a mean of transport for distances below 400km. Please, be aware, the rental of a car is not an eligible expense for reimbursement.

The number of nights may not exceed the number of meeting **days +1**.

Make sure that you provide the travel claim form and supporting documents no later than **30 calendar days** after the meeting ends.

REMEMBER SIGNING THE ATTENDANCE SHEET THE DAY/S OF THE MEETING

How to fill the Travel Claim Form

The **reimbursement** form provided, shown below, has been prepared by us to automatically calculate the reimbursement rate you are eligible to according to the Unit Cost rules applied by the European Commission.

European Commission – [Unit costs for eligible travel](#) – Commission Decision C(2021)35



Complete



Choose



Sign



The reimbursement amount will appear here

European Reference Network logo, Life Helpline Strasbourg logo, and European Union logo are visible at the top of the form.

Claim n°

Travel Claim Form – ERN-EYE

Once completed, forms and receipts should be sent to ern.eye.reimb@chru-strasbourg.fr.
Expenses Policy of reference: C(2021)35 and 26.07.2023 amendment

Personal information	
First Name	
Last Name	
Address	
Bank Account information (Official bank statement to be provided as attachment)	
Bank account owner	
IBAN	
BIC/SWIFT	
Bank name	

Travel information			
Departure		Return	
Date	Departure time	Date	Arrival time
Country (of the workplace)		Workplace	
Exact address of the workplace		(Place of departure)	
I'll be travelling by			

Event	
Name	
Start date	Starting time
End date	Ending time
Location	
Country	

Total¹

Total eligible unit costs for reimbursement (in EURO)

Claimant signature and date AUTHORISING SIGNATORY VERIFYING SIGNATORY

**Do you have any questions?
Contact us at:**

ern.eye.reimb@chru-strasbourg.fr

EC Unit Cost for travel reimbursement rules explained

Travel expenses

You will be entitled to reimbursement of your travel expenses between your place of work or residence and the address used on the invitation to the meeting's location. Reimbursement rates for travels **under 400 km** are country based (both for intra and inter Member State travels), reimbursement rates for travels **over 400 km** are distance based. The kilometre distance has to be calculated via the website provided by the European Commission accessible at the following link:

[Unit costs for eligible travel](#)

The amounts for return trip for the different categories are available for consultation at the following link:

[Commission Decision C\(2021\)35](#)

The reimbursement will be paid once you have presented the relevant supporting documents.

Accommodation allowance

If you need to spend one or more nights at your meeting's location due to the meetings duration or meetings being incompatible with the transport times, you will be entitled to an accommodation allowance. This allowance will depend on the country of the meeting. The accommodation allowance will be paid once you have presented the relevant supporting documents. The amounts are available for consultation at the following link:

[Commission Decision C\(2021\)35](#)

Daily allowance

The **daily allowance is a flat rate, which covers all meals and local transport (bus, tram, metro, taxi...)**. Its amount will depend on the country of the meeting and is calculated on a 24h period base in case meals are not provided in the frame of the meeting. The daily allowance will be paid once you have presented the relevant supporting documents. The amounts are available for consultation at the following link:

[Commission Decision C\(2021\)35](#)