EC unit cost for travel reimbursement rules
ERN-EYE

Project funded by the European Union

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.

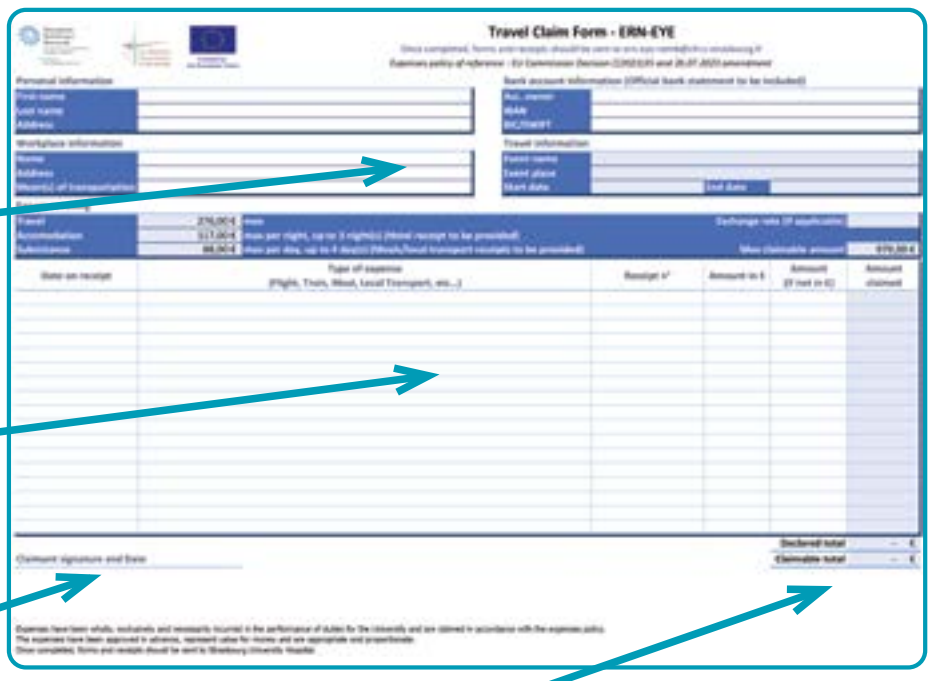
The number of nights may not exceed the number of meeting **days +1**.
Make sure that you provide the travel claim form and supporting documents no later than **30 calendar days** after the meeting ends.

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

How to fill the Travel Claim Form

Reimbursement will be done on actual costs basis, according to the receipts and proofs of payment you will provide to us, up to a maximum amount reimbursed established under the Unit Cost rules applied by the European Commission.

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



Complete

Complete

Sign

The reimbursement amount will appear here

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 maximum amount for travel **under 400 km** are country based (both for intra and inter Member State travels), reimbursement maximum amount for travel **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 maximum 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 on actual cost basis up to a maximum calculated following the EC Unit Cost for travel reimbursement rules once you have presented the relevant proofs of payment.

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 the reimbursement of your accomodation. The accomodation will be reimbursed on actual cost basis, up to the maximum amount reimbursable, once you have presented the relevant supporting documents. Reimbursement maximum amount for accomodation will depend on the country of the meeting following the EC Unit Cost for travel reimbursement rules. The maximum amounts are available for consultation at the following link:

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Daily allowance

Meals and local transport (bus, tram, metro, taxi...) are reimbursed to a daily maximum amount. 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. Meals and local transport will be reimbursed once you have presented the relevant supporting documents.
The maximum amounts set by the EC Unit Cost for travel reimbursement rules are available for consultation at the following link:

Commission Decision C(2021)35