

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

How to fill the Travel Claim Form

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

[illegible]

Complete



Complete



Sign



The reimbursement amount will appear here

ern.eye.reimb@chru-strasbourg.fr

EC Unit Cost for travel reimbursement rules explained

Travel expenses

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:

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

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](#)