

Reimbursement of Travel & Subsistence costs - Aqua-tnet3

Rules and procedures

Project title:	Aqua-tnet – Promoting innovation and a European dimension through Lifelong learning in the field of Aquaculture, Fisheries and Aquatic Resources Management
Contract number:	2011 – 3977 / 001 - 001
Project number:	518700 – LLP -1 – 2011 – 1- UK – ERASMUS - ENW

For full details on Reimbursement of costs made for attending AQUA-TNET meetings, please check the Project Handbook of the Lifelong Learning Programme:

http://eacea.ec.europa.eu/llp/beneficiaries/2011/documents/llp_handbook_2011_v1_en.pdf

or contact the AQUA-TNET secretariat.

Travel Costs

- Reimbursement of Travel costs is based on real costs, independent of the means of travel chosen BUT you are required to use the cheapest means of travel. So, it's best to use Apex tickets for air travel and take advantage of reduced fares. In case the Commission questions whether you have taken the cheapest means, you will be asked to provide a full explanation. So it would be wise to keep for example different flight prices in your files. Or write down explanations in case you think you could expect questions (**NOTE** – In cases where the Commission (or Agency) do not accept the claimed travel costs, your organisation will be responsible for refunding any difference)
- The travel cost for a journey should include all costs and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and *cancellation costs* (**NOTE** – Experience with the EC suggests they will not accept costs relating to booked travel that is not taken or is cancelled. Ensure you have insurance for unexpected cancellation)
- Regarding taxis: the actual cost will be reimbursed where this is not excessive compared with other means of travel (also taking account of any influencing factors i.e. time, excessive luggage).
- Expenses for private car travel (personal or company cars), where substantiated and where the price is not excessive, will be reimbursed as follows (whichever is the cheapest):
 - Either a rate per km in accordance with the internal rules of the organisation concerned up to a max of EUR 0.22.
 - Or price of a rail, bus or plane ticket. Only one ticket shall be reimbursed, independently of the number of people travelling in the same vehicle.

Subsistence costs

Subsistence costs are applied based on an actual cost (reimbursement of receipts) basis only (internal AQUA-TNET management decision). This means that

- per diem rates (of any kind);
- ex-pat rates (of any kind);
- man hours

are considered as non eligible costs, unless otherwise agreed upon from beforehand.

Subsistence costs must not exceed ceilings, available in the following document: http://ec.europa.eu/education/llp/doc/call10/part1_en.pdf. If no overnight stay, the ceilings are reduced by 50%. A pro rata reduction will be applied if accommodation, meals and local travel costs are provided for by a third party. You will have to send in all evidence (receipts), together with your Expense Claim Form, see below.

Submission of your expenses

There are 2 possibilities how to get your costs reimbursed, of which the first one is the easiest and fastest:

1. Invoice issued by your institute (reimbursement to institutes)

If your Institute already has paid part of your costs, the best and fastest way of proceeding is as follows: claim all your eligible T&S costs to your institute and let them submit an invoice. Invoices need to be detailed and documented with all the original proofs / receipts. The University of Stirling VAT-number is GB 261 4836 57 which needs to be mentioned on the invoice, otherwise it will be considered ineligible. Also, please note that on the invoice itself the addressee is:

To: University of Stirling, Stirling, FK9 4LA, UK

See below for further instructions on actually submitting the documents.

2. Reclamation of costs of externals (reimbursement to individuals)

Complete the “Aqua-tnet3_Claim Form Travel Expenses.docx” form and provide us with all the original receipts. Please make sure the bank data provided is correct and complete (SWIFT and IBAN numbers are required, as well as the bank address). Use this method only for the expenses you made personally and provide your personal bank account data. If part of the expenses are made by your institute, then we advise you to use the first method, or to combine both methods.

Send your documentation (for both options 1 & 2) to:

AQUA-TNET
Institute of Aquaculture
University of Stirling
Stirling
FK9 4LA

It will greatly help to reduce the time required for processing the claim if you send scanned files of all your documents to aquaculture@stir.ac.uk marked "AQUA-TNET EXPENSES" as soon as they are available.

Notes:

- Please submit your Invoice or "Aqua-tnet3_Claim Form Travel Expenses.docx" within 45 days after an event, accompanied with original evidence of costs. Whenever originals are processed in a local budgeting system, clear copies are acceptable.
- If evidence is unavailable, the requester has to provide a written and undersigned 'Declaration of Honour', stating the proofs of the specific costs made are due to this and that reason unavailable for submitting and that the requester will not claim these costs for reimbursement from any other budget.
- Only the lowest fares are eligible for reimbursement
- A new invoice or claim form can be requested after disapproval of certain claims
- **Exchange Rates.** According to the European Commission, non-EURO costs should be reimbursed **using the official exchange rate at the start of the project (i.e. October 2011).** This rate can be found at:
<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>
- Repayment of expenses can be made in either EURO or Pounds Sterling (GBP). The exchange rate from Euro to GBP is 0.870650 (Other exchange rates will not be accepted).