

# CLAIM FOR TRAVEL, ACCOMMODATION AND SUBSISTENCE COSTS

## NEW REIMBURSEMENT RULES

### A.C.C.E.S. workshop on housing

**TO BE PRINTED AND RETURNED** by email along with the scan of original tickets and invoices, **by 20<sup>th</sup> December 2024 at the latest:**

To Ms Cecilia Martin at [cecilia.martin@sgieurope.org](mailto:cecilia.martin@sgieurope.org)

If your place of work and/or residence is not in Paris, you are eligible to claim for reimbursement of travel costs and/or of accommodation and subsistence costs. Following the European Commission's decision dated 12.01.2021 related to travel, accommodation and subsistence costs, **reimbursements will be made using unit costs.**

**IMPORTANT:** SGI Europe will refund these lump sums only if you have personally signed the attendance list on the spot and if you send us the following supporting documents after the event:

**Please send the following mandatory documents by post (ALL MANDATORY):**

- This form (one per person), completed, dated and signed.
- Original of ALL travel documents (flights boarding passes, train tickets, copy of e-boarding passes and digital boarding passes on mobile phones, travel agency invoices, ...) + official invoice indicating the costs.
- The original hotel invoice/receipt as a proof that you have booked accommodation.

Without these documents or in case of no show, SGI Europe will not be able to reimburse your travel costs.

**New Travel costs rules** ⚠ Please read this carefully as the rules set by the EU Commission have changed! ⚠

According to the new financial rules for EU grant applications, travel costs will not be reimbursed on the basis of real costs, but as lump sums/unit costs, depending on the distance travelled. Methods to calculate the amount reimbursed are explained below.

REIMBURSEMENT OF TRAVEL COSTS	
<b>PLACE OF ORIGIN</b> ( <i>full address</i> ): ..... ..... .....	<b>DISTANCE from place of origin to Paris</b> - All distances to be measured using either the rail or flight calculator at the following website: <a href="#">Calculate unit costs for eligible travel costs   European Commission (europa.eu)</a> ..... Km
<b>MEANS OF TRAVEL</b> ( <i>please tick as appropriate and join your boarding passes/tickets + invoices</i> )	
<input type="checkbox"/> <b>By plane</b>	<b>Price of airfare (local currency):</b>
<input type="checkbox"/> <b>By train</b>	<b>Price of ticket (local currency):</b>
<input type="checkbox"/> <b>Other</b> (eligible only if the distance is more than 30km. E.g.: bus, car, public transports connections)	<b>Price of ticket or fuel (local currency):</b>

All payments will be made by the organisers in Euro upon presentation of original receipts/invoices. Please find for your information, the official exchange rate used by the Commission: [Exchange rate \(InforEuro\) | European Commission \(europa.eu\)](#).

**Unit costs obtained cover the return trip. No multiplication is required.**

### REIMBURSEMENT OF ACCOMODATION COSTS



A maximum of 1-night hotel accommodation will be covered by the project. An accommodation allowance for 166€ overnight stay, will be paid to participants to cover their hotel costs (single room only and breakfast included). Please book your hotel room individually at the hotel of your choice.

Should you need more than 1 night in Paris, please contact SGI Europe and wait for their confirmation before booking.

I spent \_\_\_ night in Paris (Please tick as appropriate) and provide us with the hotel invoice as justification:

1 hotel night

No accommodation

### REIMBURSEMENT OF PUBLIC TRANSPORTS/SUBSISTENCE COSTS

The Daily subsistence allowances (DSA) are paid in addition to costs for accommodation/travel. These differ according to the destination country, to cover the costs of meals and other incidental expenses (such as local travel).

For this event, you will receive an allowance of 20€ for incidental expenses. The lunch on 28<sup>th</sup> November will be offered.

### NAME, ADDRESS OF PARTICIPANT

First name:		Family name:	
Organisation:			
Address:			
Tel.:		E-mail:	

### BANK DETAILS (\*all details must be filled in)

<b>Recipient's bank details</b>	Branch Name*:	
	Branch address*:	
	IBAN*:	
	SWIFT / BIC*:	
<b>Recipient</b>	Name of account holder*:	
	Address of account holder*:	

Place, date, signature of participant\*:

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- We encourage you to book as early as possible to prevent higher prices.
- All travel arrangements are to be made by the participants themselves.
- Participants are required to choose and book the hotel of their choice.
- Before booking your travel or hotel, we invite to you to have a look at the tables listed in the next pages. You will find the corresponding amounts/flat rates reimbursed according to your country of origin and your travel means.
- **Air travel is acceptable only for distances above 400 km.**
- **All boarding passes or tickets must be retained by the participants, including e-boarding passes and digital boarding passes on mobile phones** in order to be able to send a copy to SGI Europe after the event.
- If your real expenses exceed the amount authorised by the European Commission, please note that it will be up to your organisation to cover the remaining balance.



**USE OF UNIT COSTS FOR TRAVEL, ACCOMMODATION AND SUBSISTENCE COSTS UNDER AN ACTION OR WORK PROGRAMME UNDER THE 2021-2027 MULTI-ANNUAL FINANCIAL FRAMEWORK**

**TRAVEL**

First, [Calculate unit costs for eligible travel costs | European Commission \(europa.eu\)](#)

1) **LAND TRAVEL** is required **for travels between 50 and 400 KM**: one lump sum will be reimbursed (intra or international).

Please refer to the tables below to know the lump sum you will be entitled to (intra or international):

- **For Intra-member state (within a country):**

Country	Amount in EUR Per Return Trip	Country	Amount in EUR Per Return Trip	Country	Amount in EUR Per Return Trip
AT	60	ES	52	LV	16
BE	46	FI	36	NL	49
BG	12	FR	64	PL	20
CZ	20	HR	36	PT	40
DE	64	HU	28	RO	16
DK	76	IE	36	SE	56
EE	16	IT	52	SI	27
EL	36	LT	20	SK	20



- For Inter-member state (between two countries):

MS	AT	BE	BG	CZ	DE	DK	EE	EL	ES	FI	FR	HR	HU	IE	IT	LT	LU	LV	NL	PL	PT	RO	SE	SI	SK
AT				58	65						64	58	58		58					58				58	58
BE					82						82						50		82						
BG								37				36	26									17			
CZ	58				65						64	36	26							20				37	21
DE	65	82			65	76					82	65			65		82		65	65				65	
DK					76																		76		
EE																22		22							
EL			37																						
ES											82										54				
FI																							55		
FR	64	82			64	82			82						82		82		82						
HR	58			36	36	65							36		50							36		37	
HU	58			26	26							36			50					26		26		37	26
IE																									
IT	58				65						82	50	50											50	
LT								21.5											19		20				
LU		50			82						82								82						
LV								21.5								19					20				
NL		82			65	76					82						82								
PL	58			20	65								26		20		20					20			21
PT									53																
RO	58		17	19								36	26							20					21
SE						76				54.7															
SI	58			37	65							37	37		50										37
SK	58			21									26							21		21		37	

2) For travels of **MORE THAN 400 KM**: you can either:

- Travel only by air
- Travel only by train
- Combine both

For these travels, please refer to the table below to know the lump sum you will be entitled to:

Distance band (in km) one-way trip <sup>1</sup>	Amount in EUR per Return Trip
400-600	245
601-800	261
801-1200	276
1201-1600	288
1601-2000	369
2001-2500	429

Distance band (in km) one-way trip	Amount in EUR per Return Trip
2501-3500	541
3501-4500	659
4501-6000	796
6001-7500	900
7501-10000	1201
10001-Max	1376

All distances to be measured using either the rail or flight calculator at the following website: [https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs\\_en](https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en)

For example: a meeting takes place in Berlin and you depart from Brussels. Then you take the distance calculated by the website (Brussels to Berlin is 640km), and this one-way distance gives you the corresponding band to define the lump sum you are entitled to. In this case (640km) the amount for your return trip is 261€. No multiplication required.



## ACCOMODATION

If possible, it is advised to travel to the place of destination and back to the place of origin in the same day. If this is not possible, a maximum of 1-night hotel accommodation will be covered by the project. In case you need more nights, please contact Cecilia Martin ([cecilia.martin@sgieurope.org](mailto:cecilia.martin@sgieurope.org)) and wait for approval before booking. You are required to book your own accommodation. Please book your hotel room individually at the hotel of your choice.

Accommodation costs will be refunded after the event upon receipt of **the hotel invoice**. **The refund will be for a set amount of 166€ (official unit cost)**. All extras and personal expenses are payable by participants and will not be covered by SGI Europe.

**For any questions**, do not hesitate to contact Ms Cecilia Martin:  
[cecilia.martin@sgieurope.org](mailto:cecilia.martin@sgieurope.org) - Tel.: +32 22 292 148

Please make sure to make a copy of all your originals before sending them to SGI Europe.

