

**Council Decision CD 2015/9 of 3 September 2015
on the Proposal for amendment of the ELI reimbursement guidelines**

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- (1) In accordance with Article 10(4) and Article 10(2) of the Statute, the Council approves the proposed amendment to the ELI reimbursement guidelines as specified in the revised “ELI Reimbursement Guidelines”, attached as an annex to this Decision.

ELI Reimbursement Guidelines

of 3 September 2015

Section 1: Expenses eligible for reimbursement

The following expenses are eligible for reimbursement by the ELI:

- (a) travel costs to and from meetings of the Council and its standing committees, the Executive Committee, the Senate and, subject to approval by the Executive Committee, other meetings or activities, not including the General Assembly, which are organised by the ELI or connected to its work, in particular relating to ELI projects;
- (b) accommodation on the night prior to and/or following any meeting or activity referred to under (a).

Section 2: Travel costs

Travel costs will be reimbursed up to a reasonable amount, which does not include business or first class travel. The reimbursement of tickets booked within one week of traveling, unless for a compelling reason, may be limited. Return tickets for flights within Europe or any other travel costs which exceed 500 euro (€) will not be reimbursed without prior approval. Taxi fares and airport parking fees will only be reimbursed if no reasonable alternative is available using public transport and up to a maximum of 40 euro (€) for the whole trip. Travelling by car is reimbursable at a flat rate of 0.25 euro (€) per kilometer.

Section 3: Accommodation

Reasonable costs of hotel accommodation will be reimbursed up to a maximum of 150 euro (€) per night. If the ELI has reserved rooms in preparation for an event, alternative accommodation will only be reimbursed up to the amount fixed for those rooms.

Section 4: Reimbursement claims

Reimbursement claims must be submitted within 90 days of travel and include details and proof of all costs incurred. The Secretariat may request the submission of original bills (in paper or electronic form) before reimbursement is made. Reimbursements will be made by bank transfer only. Claims in non-euro (€) currency will be converted on the day of processing the reimbursement claim. Any outstanding membership fees may be deducted from the amount which is reimbursed.

Section 5: Cancellations

Costs incurred due to cancellation may be (partially) reimbursed depending on the circumstances. Any such claims will be assessed by the Secretariat on a case by case basis.
