

## ELI Reimbursement Guidelines

### *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).

The maximum reimbursable amount for travel and accommodation costs may vary for events and meetings related to ELI projects. The ELI Secretariat will communicate that information to participants if applicable.

### *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 450 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 30 days of travel and include details and proof of all costs incurred. 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.

A complete reimbursement claim containing the following original documents should be sent by post and by e-mail to the ELI Secretariat:

- a) Completed reimbursement form**, indicating clearly the amount claimed.
- b) Details and proof of all costs incurred**: When the travel was done by plane, original boarding passes should be provided (hard copy or image from mobile device) together with an invoice or confirmation of payment. Please note that the price, name of the person, flight number and departure date and time should be clearly visible. When the travel was done by train, the original validated train ticket (hard copy or e-ticket) should be provided. For reimbursement of taxi and airport parking fees, the original receipt indicating the date should be provided.

### *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.

