

## THE EUROPEAN LAW INSTITUTE (ELI)

### REVISED ELI Reimbursement GUIDELINES

of 3 September 2019 (as amended by [Council Decision 2019/16](#) of 3 September 2019)

#### 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 Membership Meeting, 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 as well as the number of nights covered 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 EUR 450 will not be reimbursed without prior approval. Taxi fares and parking fees will only be reimbursed if no reasonable alternative is available (eg by using public transport) and up to a maximum of EUR 40 for the whole trip. Travelling by car is reimbursable at a flat rate of EUR 0.25 per kilometre.

#### Section 3: Accommodation

Reasonable costs of hotel accommodation will be reimbursed up to a maximum of EUR 150 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. A complete reimbursement claim consisting of the following documents should be sent to the ELI Secretariat:

- a) **A completed reimbursement form**, clearly indicating the amount claimed.

**b) Details and proof of all eligible costs incurred:** in the case of travel by plane, physical or electronic boarding passes together with a physical or electronically issued invoice or confirmation of payment from the service provider are required. Please note that the price, name of the person, flight number and departure date and time should be clearly visible. When travelling by train, the validated train ticket (physical or e-ticket) should be sent in. For reimbursement of taxi and parking fares, the original receipt indicating the date of travel is required.

The reimbursement form and any electronically issued documents can be sent to ELI Secretariat by e-mail. All physical or original documents must be sent to the ELI Secretariat by post.

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 on a case-by-case basis.

## ELI Reimbursement Form

Please fill in all the fields and send this travel reimbursement form to the ELI Secretariat by e-mail or by post. Please ensure that the complete claim and supporting documents are submitted within 30 days of completion of travel (originals where applicable should be sent in by post).

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FOR INTERNAL USE ONLY
Invoice No:
Paid On:

### PERSONAL INFORMATION

Name:		Bank/Giro Account No:
Address:		IBAN:
Postcode:	Town/City:	BIC:
Country:		Bank Name:
Phone number:		Bank Address:

DESTINATION(S):
EVENT(S) ATTENDED:
DATE(S) OF TRAVEL:

### COST(S):

Description	Date(s)	Amount	Currency	Exchange Rate <sup>1</sup>	EUR
Total cost(s):					→
Minus advance/reimbursement received from third parties:					→
Total claimed:					→

<sup>1</sup> If currency is already Euros, please leave empty here. Claims in non-EUR currency will be converted by the ELI on the day of processing of the travel claim using the European Union's currency converter [Inforeuro](#).