

Title Guidelines Travel Reimbursement
Version 3
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Date 28-03-2018
Distribution CE Office
ID CE-2016-0355



CLARIN ERIC TRAVEL REIMBURSEMENT RULES

Travel reimbursement by CLARIN ERIC is only possible after prior agreement from the CLARIN ERIC Office, to be arranged through a request to clarin@clarin.eu. The reimbursement rules are based on the rules used by the European Commission for the reimbursement of experts ([link](#)), with some minor adaptations.

Travel costs

CLARIN ERIC will reimburse the following travel costs:

- Cheapest available economy ticket for air travel;
- 1st Class train travel;
- In case of travel by own car the driver can claim the corresponding distance on the basis of the 1st class train fare, or by default at the rate of 0,22 € per km;
- Other/local public transportation only after prior approval, otherwise paid from the per diem.

Taxis will only be reimbursed for transportation between airport and venue in case no other public transportation is available or with prior approval from CLARIN. Parking and insurance costs are not eligible and should be paid from the daily allowance.

Original tickets should be submitted together with the reimbursement form.

Subsistence costs

CLARIN ERIC will reimburse the cost of accommodation and subsistence on a *per diem* basis, as follows:

- for each night that you have to pay for your accommodation you can claim a fixed amount of €100;
- for each full day (24 hours) you can claim a fixed amount of €92 to cover all other expenses. Only full or half days can be claimed. For meetings closer to your home/work than 100 km the daily allowance is reduced to 50% and thus €46 for each full day.

If free meals are provided by the host of the event, an amount of €35 should be deducted for a dinner, and €15 for a lunch. Any reimbursements from other sources should also be deducted.

No supporting documentation of accommodation or subsistence costs will be needed.

Other costs

Some types of other costs may be reimbursed as well, after prior agreement, such as registration fees, conference dinners or the printing of posters. If costs for conference dinners are part of the 'other costs' (implicitly or explicitly), please don't forget to apply a deduction of €35 of the per diem.

Procedure¹

1. Complete, sign and date the [reimbursement form](#);
2. Send the form by ordinary mail to the CLARIN Office (CLARIN ERIC, c/o Utrecht University, Drift 10, 3512 BS Utrecht, The Netherlands) together with tickets, boarding passes, receipts and invoices (fixed on A4 paper with glue, no staples);
3. In order to speed up the process you may also choose to send an electronic copy of the form, tickets, boarding passes, receipts and/or invoices to reimbursements@clarin.eu. Please make sure to include all forms and supporting documents as a single pdf document. Deposit and/or keep originals in your administration for at least 5 years.

¹ In case cost are made in other currencies than euro you should use an online conversion tool to calculate the costs in euros, such as [Oanda](#).