

## RULES FOR TRAVEL COSTS AND COSTS OF STAY FOR VERITAS PROJECT

*Dear participant,*

To make the project financial management of the travel costs and costs of stay easy and effective and to ensure duly reporting please follow the rules mentioned below and keep all the necessary supporting documents to present them all to the Project Management Team.

### TRAVEL COSTS AND COSTS OF STAY

**INDIVIDUAL MOBILITY** report (IMR) is compulsory for each mobility (both international and in-country). It should be filled in following the guidance of the management team representative and should be signed by each participant.

### TRAVEL COSTS

The travel costs for a journey should include all costs and means of travel from the point of **departure** to the point of **arrival** and may include **ONLY** reasonable cancellation costs (in the presence of **JUSTIFICATION**). Beneficiaries are requested to use the cheapest means of travel (economy tickets, etc). In case of failure to produce either the supporting documents below or the justification in case of cancellation the expenditure borne will be considered ineligible.

### *Supporting documents for TRAVEL*

1. Air ticket (electronic) and respective invoice (signed and stamped)
2. Boarding passes (for both directions)
3. Visa fee (copy of receipt, when necessary)
4. Health insurance for the days of travel (when necessary)
5. Train/Bus ticket (when applicable) – original copies with the total amount (for both directions)
6. Travelling by private car – a rate per km in accordance with the internal rules of the organization concerned up to a maximum of **EUR 0.22**.
7. Travelling by taxi (only in the case of transfer from and to the airport and if the price is cheaper than travelling by other means of transport). However the beneficiaries are requested to use the cheapest means of transport, e.g. an airport transfer bus, etc.

## COSTS OF STAY

This heading is to provide each person participating in a mobility programme with the daily allowance to cover costs for subsistence, accommodation, local and public transport, etc.

Below is the ceiling **in EURO** provided by EACEA and should not be exceeded:

Duration	Costs of stay for international mobility	Costs of stay for Partner Country staff within their own country
1 day	150	100
2 days	292	190
3 days	434	280
4 days	576	370
5 days	718	460
6 days	860	550
1 week	1 000	640
2 weeks	1 600	1 000
3 weeks	2 100	1 250
4 weeks	2 500	1 500
<b>Each additional week</b>	<b>300</b>	<b>200</b>

1. The number of days for stay is calculated as follows:
  - a. The day of departure and arrival will be counted for **2 days, when the travel in one direction lasts more than 6-8 hours and more**
    - If the travel in one direction lasts less than 6 hours then the day of departure and arrival will be counted as **1 day**
  - b. The days spent in the host country **ONLY** for the planned visit.
2. In case the institution has a reporting system all the supporting documents should be presented and the total amount should not exceed the rate provided by EACEA:

**SUPPORTING** documents if the institution has a reporting system:

- Hotel invoice (original, signed and stamped)
- Receipts for meals for the days spent abroad
- Receipt for local and public transportation

**Note: ONLY** after providing all the necessary supporting documents for travel and costs of stay (in case of reporting system) the payments will be considered eligible by the Coordinator. In case of absence of the supporting documents or any deviation from the points mentioned above the participant is requested to provide a **JUSTIFICATION**.

For further questions, please do not hesitate to contact **Project Management Team**.

**VERITAS management team wishes you a safe flight and an effective visit.**