

Travel reimbursement information

Dear Guest!

Following the Commission decision of 23 March 2009, participants may claim daily subsistence costs and accommodation (related to travel as part of the implementation of a project) on the basis of flat rates.

The daily rates correspond to the sum of:

- the daily subsistence allowance and
- the hotel allowance

The flat rate amount for a given country is deemed to cover the **subsistence costs (breakfast and other meals, any other personal daily expenses, including local transport; and other expenses incurred such as photocopies, telephone calls, internet, costs of exchange transactions, intra-city travel, etc)**. The flat rate amount for accommodation is deemed to cover the hotel expenses. This flat rate can be claimed if the meeting it is held away from your place of employment.

