



## **ANNEX 2 – TRAVEL POLICY FOR CERIC RESEARCH GRANTS**

### **Article 1 – Scope and Definitions**

1. This policy establishes how CERIC-ERIC will reimburse individuals for travel expenses incurred conducting CERIC RESEARCH GRANTS, by the personnel of the signatory Parties of the Sponsored Research Agreement. As a public funded institution, CERIC-ERIC has a stewardship obligation to use its funds prudently.
2. This document is inspired by the principles of efficiency and efficacy. It is meant to ensure a legitimate travel expenditure and to support research activities related to the purpose of the signed research grant, that take place outside the ordinary workplace.
3. The duration of the travel corresponds to the time necessary for the performance of the activity outside the ordinary workplace. Any extension of this period for different reasons must be stated in the request for authorization and does not give right to any additional reimbursement. Under no circumstances should personal travel expenses be charged to, or temporarily funded by CERIC-ERIC.
4. Travelers should use discretion and good judging when expending CERIC funds and for ensuring that expenditures are necessary and appropriate for meeting the project needs.

### **Article 2 – Subjects**

Travelling expenses may be covered with the research grant funds only for personnel expressly identified by the Parties and included into the list of project team members that the PI must provide and update whenever necessary.

### **Article 3 – Travel authorization**

1. The subjects mentioned in the previous article shall receive prior approval for the specific activity by the PI and by the respective administrative office.
2. The request for authorization to travel should be sent by email by the subject to the PI and/or delegated person at least 10 days before departure.
3. The request for authorization should contain all the information necessary to allow an appropriate assessment of the regularity and inherence of the travel to the project aims and the adequacy of the expenditure, taking into account the criteria of economy and efficiency mentioned above.
4. The e-mail containing the request for authorization should in all cases disclose the following elements:
  - a) Subject: “Acronym of the project – Travel authorization”
  - b) Body of the email:
    - i. Authorised person (should be mentioned in the list of collaborators the PI sends to CERIC administration)

- II. Travel purpose
  - III. Destination
  - IV. Start and end date
  - V. An estimation of the maximum travel expenses and other reimbursable expenses.
5. The PI or delegated person will forward this email to the following email address: [cericgrants@ceric-eric.eu](mailto:cericgrants@ceric-eric.eu) in sign of approval.
  6. In accordance with the SPONSORED RESEARCH AGREEMENT, the Parties shall be responsible for risk insurance of their staff (Art. 2 – Subject) for all the activities (including travels) connected to the implementation of the project.

#### **Article 4 – Reimbursement**

1. All travel must be done in accordance with this policy to qualify for reimbursement.
2. Any allowance that the individual Parties shall grant to staff travelling for project purposes will be borne by those Parties. (eg. per diem, hours spent travelling, mileage allowances etc.).
3. All the claimed expenses should be incurred to perform the authorized activity and should be properly documented as set out in the following articles.
4. The request for reimbursement, signed by the applicant and countersigned by the PI, should be submitted to CERIC-ERIC within 30 days after the end of the travel. The request has to be made filling the "Reimbursement form" available on the website of the Consortium at the following link: <http://ceric-eric.eu/index.php?n=Grants.Resources>
5. For the reimbursement of Conferences registration fees, the related invoices should include both the name of the conference participants and of CERIC–ERIC.
6. Whenever the registration fees include meals or accommodation, it should be declared.
7. Any changes in the expenses or destinations, in relation to what declared in the request for authorisation will have to be dully justified.
8. CERIC-ERIC Administration will pay the eligible claimed costs within 30 days from the date of receipt of the reimbursement form with the complete attached documents.

#### **Article 5 – Travel expenses**

1. Travelers must always use the most cost-effective means of travel.
2. Travel expenses are reimbursable when the location of departure coincides with the place of employment, with the traveler's residence or other location where the traveler may be staying for service requirements.
3. In any other cases, travel expenses will be refunded if the travel solutions are cheaper than the ones mentioned above. It will be up to the traveler to provide the necessary evidence.
4. The following means of transportation are allowed for reimbursement:
  - a) Train (1<sup>st</sup> and 2<sup>nd</sup> class)
  - b) Airplane (economy class)
  - c) Other means of transport (ship, urban and suburban buses, trams, metro, etc.)

5. The following means of transportation shall be previously approved by the PI to be eligible for reimbursement:

- a) Taxi;
- b) Rented vehicles.

The use of these means is justified if meeting one or more of these criteria:

- I. Absence of ordinary means of transport.
- II. Cost-effectiveness compared to the use of ordinary means of transport. The person concerned must demonstrate such cost-effectiveness, by comparing the total amount of the expenditure that would be incurred (travel expenses, possibly meals and / or lodging) in case of using ordinary means of transport.
- III. Overall efficiency of the option chosen also in relation to timelines and / or to less / more speed and related work commitments.
- IV. Particular and documented service requirements, including, in particular, the transport of materials and tools essential for the accomplishment of the mission.

One or more of these circumstances should be declared by the traveler in the request for authorization sent to the PI.

The administration of CERIC-ERIC will reserve the right to evaluate case by case the eligibility of this extraordinary expenditure.

#### **Article 6 - Expenses for accommodation and meals.**

Standard accommodations in reasonably priced, commercial-class hotels or similar lodgings (hotels, boarding houses, residence, etc.) will be reimbursed considering the budget limit of 120,00 euro / day. Exceptions should be fully justified.

Any extra expenses will not be reimbursed.

##### **1. Meals:**

Travelers should use reasonably priced restaurants and dining rooms.

Expenses for meals, snacks, foods and beverages are eligible within the following limits:

- Expenses for meals: 30.00 € for lunch; 30.00 € for dinner.
- Expenses for breakfast: 10.00 €.

#### **Article 7 - Expenditure incurred in foreign currency**

1. For the reimbursement of expenses incurred in foreign currency the official exchange rate of the day of departure should be applied. The exchange rate adopted is the one from the Bank of Italy. For the expenses paid with credit cards, CERIC-ERIC will reimburse the sum actually paid in euro, excluding any fee.



2. All the fiscal documentation written in a foreign language other than English must be accompanied by a courtesy translation, declaring the type of goods acquired and decoding the essential elements of the charges.

#### **Article 8 – Documentation of Expenses**

1. For every expenditure claimed for reimbursement, the applicant should attach to the reimbursement form **original** supporting documents such as itemized receipts, invoices or other valid fiscal document.
2. A valid receipt contains payee's name, amount, date, place, identification of what was purchased and proof of payment. Irregular receipts will not be refunded. Cash receipts or cumulative receipts should be duly justified.
3. All the documents should be suitable for tax purposes and may include the invoice or the receipt in accordance with local regulations in force in the respective countries.
4. For taxi fares, in the absence of a cash receipt, the documentation should contain the date, the identification of the taxi, the amount paid and the signature of the driver.

#### **Article 9- Transitional and Final rules.**

In case of doubt related to the application and interpretation of these Regulations and for any other issue, each applicant may send a request expressing his/her opinion to the following address: [cericgrants@ceric-eric.eu](mailto:cericgrants@ceric-eric.eu). CERIC-ERIC will reply in written form as soon as possible.