

RULES OF REIMBURSEMENT

GENERAL PROVISIONS

1. Only travel and accommodation expenses incurred for actions according to the goals of the co:op Mobility Grant Program are eligible for reimbursement.
2. Usually only one person per institution per meeting can be refunded for such expenses.

TRAVEL AND ACCOMMODATION COSTS

1. Travel should normally be undertaken using public transport. The cost of a second-class rail fare, economy class airfare up to a maximum total amount of € 300 and transportation from and to an airport can be reimbursed.
2. Travel documentation is required for reimbursement. Clear and readable digital copies (preferably in PDF format) or photocopies are eligible. The submitted travel documentation should include: Name of claimant, places of origin and destination, dates of travel, total amount paid and proof of payment and event claimed.
3. Accommodation costs up to a maximum amount of € 70 per night are reimbursable, where an overnight stay is required. In exceptional cases this amount can be raised.
4. Daily allowances are not eligible.
5. Evidence proving content relevance of the event must be provided (programme, agenda etc.)

REIMBURSEMENT OF COSTS

1. For a reimbursement of costs, a bank account number plus the International Bank Account Number (IBAN) and a Bank Identifier Code (BIC) or SWIFT Code has to be stated. Reimbursement may be transferred to a personal or an institutional bank account on the provision of relevant bank account number, IBAN, BIC or SWIFT codes and full address details.
2. Expense claims should be submitted within four weeks following the last day of the travel or stay. Expense claims submitted over 4 weeks after an event will not be eligible for reimbursement.
3. Reimbursement of travel and accommodation expenses will be made within three weeks following the receipt of the expense claim form.
4. Claims in non-Euro (€) currency will be converted on the day of processing of the travel claim using the European Union's currency converter [InforEuro](#).
5. In certain cases it might be agreed upon a direct payment of the costs to the applicant. If the booking for travel- and/or accommodation has been made by the co:op project and the applicant is unable to meet the conditions so that cancellation fees arise, those fees will be charged to the applicant.