

Travel refunding for staff

All **travel costs** to and from the IP must be **proven**.

In the guidelines of the IP-grant it is mentioned that the maximum **refunding** by the EU can be **75% of the travel costs**, taking into account the maximum amount mentioned in the application of the IP. Participants have to **pay 25 % of the travel costs themselves**.

To clarify:

The maximum travel cost that can be accepted for refunding is mentioned in the list underneath.

The refunding can be no more than 75% of the amounts mentioned.

f.e. if the real travel cost for a participant from Greece is 500 Euro, only 400 Euro can be taken into account for the reimbursement. The maximum refunding will be 75% of 400,00 Euro = 300,00 Euro.

List of maximum amounts that can be accepted for refunding

- Gent: 50
- Groningen: 100
- Vilnius: 400
- Tallinn: 400
- Oslo: 400
- Athens: 400
- Setubal: 400
- Prague: 400

When asking for reimbursement you can include **all costs** from home to the destination of the IP (also tickets of train/bus to your local airport and from the airport in Belgium to your final destination) up to the maximum amounts.

Documents for reimbursement of travel costs

For reimbursement of your travel costs you need to keep **all original proofs, invoices, travel tickets, including boarding passes of your flights, train and bus tickets, tickets of fuel for car, ...**

All participating staff members receive a 'Travel reimbursement form' (staff).

Please fill out this **form** completely and send it, together with **all your original travel** documents, to Anne before the **10th of February 2014** to the following address:

Artevelde University College Ghent
Anne Van Autryve
Voetweg 66
9000 Gent
Belgium

The reimbursement can only be paid if you have completed and send in all required forms and added all necessary documents.

Reimbursement applications which are incomplete or were sent in after the **deadline of 10 February 2014** will not result in a reimbursement of costs.

For more information about refunding, you can contact your local coordinator!