The Green Digital Charter signatories attending one of the NiCE trainings will be reimbursed on the basis of a standardised reimbursement claim form provided by EUROCITIES up to 500 EUR. The reimbursement form has been created in a way to not exceed this limit.

Please note the following obligatory procedures:

- Reimbursement claims need to be submitted as soon as possible after a trip. Claims submitted later than one month after a trip will not be reimbursed.

- The form must be accompanied by the original tickets and invoices[1] as proof of expenditure (see below for details).

- For expenses in currencies other than €, use the exchange rate available at http://ec.europa.eu/budget/inforeuro/ for the month when the payment was made. The exchange rate(s) used shall be printed and submitted along with the claim. See example below:

> A train ride taken and paid in February costs 300 Swedish krona (SEK) in February 2011. To report this, refer to the EC exchange rate for SEK in February:
>
> | Dates of validity | | Currency | Rate |
> |---|---|---|---|
> | **01/02/11** | **28/02/11** | **EUR/SEK** | **8,853000** |
>
> Change the rate to reflect SEK/EUR by dividing 1/Exchange rate (1/8,853000). The result, in this case 0.112956, will be put into exchange rate column:
>
> | 21 | | | currency | | | |
> |---|---|---|---|---|---|---|
> | 22 | Train (long-distance) | SEK | 300.00 | 0.11 | 33.00 | |

- The maximum cost for travel is **350 EUR**: please contact EUROCITIES for prior approval.

- Economy class tickets only can be reimbursed.

Presentation of tickets, invoices, print-out exchange rate:

These must be provided collated on A4 sheets. Please use one A4 sheet per type of cost:

- Travel (plane ticket, boarding passes, train ticket, invoice from travel agency if used)

- Accommodation (hotel and eventual travel agency invoices)

No proofs are needed for subsistence costs as these are reimbursed on a flat rate basis.

Please carefully check your reimbursement claims and the additions of different cost types before sending them to EUROCITIES. Reimbursement claims containing calculation mistakes have to be rejected and cause a lot of extra work both for the claimant and for EUROCITIES!

Should you need further information or assistance, please contact:
Giulia Campodonico – NiCE Project Coordinator
+32 (0)2 552 08 46 or giulia.campodonico@eurocities.eu

---

[1] In exceptional cases, certified copies of tickets and invoices can also be accepted. Certified tickets/invoices need to carry the organisation's stamp and the signature of the responsible staff member.

Instructions for completing the form:

1. **PERSON MAKING THE CLAIM**

- Fill in all the information requested

2. **TRAVEL**

- Choose the right currency from the list

- Reimbursement claims for expenses in currencies other than € need to indicate the exchange rate(s) for each item to be converted (see procedure above).

- Fill in the cost of the expense reported

- Fill in exchange rate as indicated above. For each item, the form is designed to automatically convert sums into €, change the exchange rate only if using currency other than €

- Public transport, including taxi, and other expenses are considered part of the Daily Subsistence Allowance (DSA) and will not be included in the calculation of the total amount to be reimbursed.

3. **ACCOMMODATION**

- Accommodation costs shall stay within the maximum price per night determined by EU financial guidelines and indicated in the reimbursement form. Any expenses exceeding this amount will not be reimbursed.

- Accommodation costs do not include room service, mini bar or other extra expenses

- If cost of breakfast is clearly indicated in the hotel bill, only the room rate will be reimbursed. If breakfast is included in the bill but without mentioning a separate amount, the reimbursement will be in full and 15% will be deducted from the DSA.

4. **SUBSISTENCE**

- Costs related to food, phone, local transport (public transport and taxi) are covered by a set Daily Subsistence Allowance (DSA). The amount is fixed according to EU financial guidelines and indicated in the form. The reimbursement claim form provides for automatic calculation of this when you insert your individual travelling time.

- Indicate the amount of meals provided by the organisers (e.g. 2 lunches and 1 dinner). If meals are provided or breakfast included in hotel cost, DSA is reduced proportionally. This is automatically calculated in the form.

5. **BANK INFORMATION**

- The banking information needs to refer to the claimant's account and be complete, including both SWIFT/BIC and IBAN codes.

6. **DATE and SIGNATURE**

- The form needs to be dated and signed and stamped

--

Once completed every step, please **send the scanned documentations** (proofs of expenses and reimbursement claim form) via **email** for prior check to:

giulia.campodonico@eurocities.eu

Once you receive the final approval, please **send the whole paper documentation** by **post** to:

Giulia Campodonico, EUROCITIES, Square de Meeûs 1, B-1000 Brussels, Belgium