



EU Strategy for the Danube Region (EUSDR)

Priority Area 10

“Institutional Capacity and Cooperation”

GENERAL RULES FOR TRAVEL REIMBURSEMENT

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This paper outlines the current general rules for travel and accommodation expenses. The rules shall apply to stakeholders of the EU Strategy for the Danube Region, Priority Area 10 (PA 10), who are invited by the Priority Area 10 Coordinators to attend meetings related to the implementation of the PA 10.

In short, travel costs can only be reimbursed or subsidised for travel and accommodation (see below) directly related to the PA 10 meetings, for:

Steering Group (SG) members and
EUSDR PA10 Advisory Committee Platform members nominated by PA10
from non Member States of the EU¹.

Accordingly, for persons from the EU Member States travel reimbursement cannot be requested. The Priority Area Coordinators strive for including all Danube Countries. Hence, no Danube Country delegate should be excluded in participating in Steering Group and Working Group meetings. However, due to limited budget only one delegated person per non Member State can request reimbursement for each of these meetings.

The reimbursement of travel costs is only applicable as long as the designated budget is available.

Travel and accommodation costs are reimbursed according to the points set out below.

TRANSPORT

For the events organized by the PAC 10 City of Vienna

Upon the presentation of original tickets, the reimbursement of travel expenses will be made for **bus, second class train, or economy flight**. Preference must be shown for the most economical means of transport.

For events organized by PAC 10 Slovenia (Centre for European Perspective- CEP)

Travel arrangements (bus, second class train, economy flight or travel by car) are made and paid by the CEP in agreement with the invited participant. The most economical means of transport will be organized in agreement with the invited participant.

ACCOMMODATION

For the events organized by the PAC 10 City of Vienna

Upon the presentation of original tickets, the reimbursement of accommodation costs will be made for rooms up to the amount of daily rates for hotels per country as set out in the document "Rules applicable to reimbursement of travel and accommodation costs".

For events organized by PAC 10 Slovenia (Centre for European Perspective CEP)

The CEP has a negotiated preferred rate with partner hotels. Accommodation arrangements for invited participants will be made and paid by CEP.

PLEASE NOTE: All participants, who consider applying for the reimbursement of costs for travel and accommodation, should get in touch with the coordination of Priority Area 10 in advance of making travel arrangements in order to clarify the availability of budget and eligibility requirements.

¹ Except delegates from NGOs.