



EU Strategy for the Danube Region (EUSDR)  
Priority Area 10 "Institutional Capacity and Cooperation"

# GENERAL RULES FOR COVERING TRAVEL COSTS FOR STEERING GROUP MEETINGS

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**This paper outlines the current general rules for covering travel and accommodation expenses for Steering Group Meetings of Priority Area 10 “Institutional Capacity and Cooperation” by the Priority Area 10 Coordination teams.**

The Steering Group Meetings of Priority Area 10 “Institutional Capacity and Cooperation” take place twice a year and are organised on-site (except for exceptional cases). Thereby, the Priority Area Coordinators of the EU Danube Strategy strive to involve all partner countries of the EU Danube Strategy to discuss the progress in Priority Area 10 and make decisions regarding the implementation of the strategy. In addition, the Steering Group Meetings also involve experts to provide useful information and knowledge to the Steering Group as well as members of the Danube Youth Council once a year.

In doing so, the Priority Area 10 coordination team aims at facilitating full participation by covering costs for eligible participants. However, due to a limited budget only one delegated per country/institution can request for the covering of travel and accommodation expenses.

**Please note: The covering of travel costs is only applicable as long as the designated budget is available – ‘First come, first serve principle’**

## WHO IS ELIGIBLE?

The following persons can apply at the coordination team for getting costs for travel and accommodation covered:

- Nominated Steering Group members representing EU candidate countries (1 per country)
- Members from the Danube Youth Council (1 member, once a year)
- Experts, who are invited to the Steering Group Meeting by Priority Area 10

**Any arrangements for travel and accommodation will only be made upon request by the participant and after final confirmation of the Priority Area 10 coordination team. Hence, please get in touch with the coordination team as soon as possible.**

## TRANSPORT

In general, the coordination team of Priority Area 10 covers all transport expenditures related to the Steering Group Meeting. This includes the trip to the hosting city as well as public transport. Travel arrangements will be made and paid by the organising Priority Area 10 coordination team in agreement with and for invited participants. Please note that on principle the most economical means of transport should be used. This also applies when using means of transport in cities (e.g. use of public transport where possible and feasible). Expenditures such as tickets for public transport can be sent to the coordination team for re-imburement.

## ACCOMMODATION

Accommodation arrangements will be made and paid by the organising Priority Area 10 coordination team in agreement with and for invited participants.

**PLEASE NOTE: All participants, who consider to get their costs for travel and accommodation covered by the Priority Area 10 coordination team, should get in touch with the organising team well in advance and as soon as possible in order to clarify the availability of budget and travel/booking procedure.**