"REIMBURSEMENT POLICY"

⚠ Please read this carefully as the rules have changed! ⚠

Costs for travel and accommodation for this project will be **reimbursed using unit costs (not actual costs)**.

To be reimbursed for travel/accommodation costs, the participant must:
a) sign the attendance list during the event, and
b) after the event, complete an online reimbursement form provided by CESI.
Participants are not requested to upload travel receipts when filling in the reimbursement form. However, they are still required to keep proof of their travel/accommodation (copy/scan), so it can be checked ex-post by CESI or the European Commission.

1. Travel costs

Land travel (train/car): 50-399 km

Calculator:
https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en

For Intra-member state (within a country):

Country	Amount in EUR Per Return Trip	Country	Amount in EUR Per Return Trip	Country	Amount in EUR Per Return Trip
AT	65	ES	32	LV	17
BE	58	FI	38	NL	61
BG	13	FR	72	PL	21
CZ	28	HR	39	PT	44
DE	64	HU	29	RO	18
DK	83	IE	41	SE	56
EE	20	IT	52	SI	35
EL	39	LT	29	SK	22

"Travel costs for journeys under 50 km are not eligible for reimbursement."

Between European countries:

For land travel, the following Commission rates apply for 50–399 km, with a specific 400–600 km rate where provided:

Country	50–399 km (€)	400–600 km (€)	Country	50–399 km (€)	400–600 km (€)
Austria	65	—	Ireland	41	—
Belgium	58	—	Italy	52	129

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Country	50–399 km (€)	400–600 km (€)	Country	50–399 km (€)	400–600 km (€)
Bulgaria	13	—	Latvia	17	—
Croatia	39	—	Lithuania	29	—
Czechia	28	—	Netherlands	61	—
Denmark	83	—	Poland	21	52
Estonia	20	—	Portugal	44	—
Finland	38	96	Romania	18	—
France	72	180	Slovenia	35	—
Germany	64	157	Slovakia	22	—
Greece	39	—	Spain	53	133
Hungary	29	—	Sweden	56	141

for land travel between EU countries (50 – 399 km for all countries/400 – 600 km where relevant):*

MS	AT	BE	BG	CZ	DE	DK	EE	EL	ES	FI	FR	HR	HU	IT	LT	LU	LV	NL	PL	PT	RO	SE	SI	SK
AT				72	104/ 260						93	84	85	80/ 200					85		85		68	72
BE					136/ 340						136/ 340					76		136						
BG							54					81	59								38			
CZ	72				64/ 160						93	81	76						48/ 120		43		54	44
DE	104/ 260	136/ 340		64/ 160		108/ 270					136/ 340	95		108/ 270		136/ 340		100/ 250	96/ 240				95	
DK					108/ 270													111				96/ 240		
EE															50		44							
EL			54																					
ES											136/ 340									64/ 160				
FI																						96/ 240		
FR	93	136/ 340		93	136/ 340				136/ 340					136/ 340		132/ 330		132/ 330						
HR	84		81	81	95								68	68/ 170							68		54	
HU	85		59	76								68		73					59		52		52	56
IT	80/ 200				108/ 270						136/ 340	68/ 170	73										56/ 140	
LT							50										56		45					
LU		76			136/ 340						132/ 330							108						
LV							44								56				45					
NL		136			100/ 250	111					132/ 330					108								
PL	85			48/ 120	96/ 240								59		45		45				45			52/ 130
PT									64/ 160															
RO	85		38	43								68	52						45					47
SE						96/ 240				96 /240														
SI	68			54	95							54	52	56/ 140										54
SK	72			44									56						52/ 130		47		54	

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Air travel: Only economic class eligible and for distance above 400km (air or rail or combined air/rail)

Calculator:
https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en

For travel of 400 km or more (air or rail or combined air/rail):*

Air travel or combined air/land travel of 400 km or more
European Commission unit-cost table

Distance band	Unit cost (€)
400–600 km	340
601–1,600 km	365
1,601–2,500 km	429
2,501–3,500 km	541
3,501–4,500 km	743
4,501–6,000 km	857
6,001–7,500 km	1,021
7,501–10,000 km	1,250
10,001 km–Max	1,595

https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/calculate-unit-costs-eligible-travel-costs_en

For any specific case/journey, please contact CESI Secretariat in order to find the best solution.

2. Accomodation costs

The unit cost for accommodation is based on the country where the event takes place, please refer to this table (EUR/night; EUR/day):

Destination country	Accommodation (€/night)	Subsistence (€/day)
Albania	160	50
Austria	132	102
Belgium	148	102
Bosnia and Herzegovina	135	65
Bulgaria	135	57
Croatia	110	75
Cyprus	140	88

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Czechia	124	70
Denmark	173	124
Estonia	107	80
Finland	146	113
France	180	102
Georgia	215	80
Germany	128	97
Greece	112	82
Hungary	120	64
Iceland	190	85
Ireland	159	108
Italy	148	98
Latvia	116	73
Liechtenstein	135	80
Lithuania	117	69
Luxembourg	163	98
Malta	141	88
Moldova	170	80
Montenegro	140	80
Netherlands	166	103
North Macedonia	160	50
Norway	145	80
Poland	116	67

Destination country	Accommodation (€/night)	Subsistence (€/day)
Portugal	109	83
Romania	136	62
Serbia	140	80
Slovakia	100	74
Slovenia	117	84
Spain	128	88
Sweden	187	117
Switzerland	178	80
Türkiye	165	55
Ukraine	190	80
United Kingdom	209	125
Other countries	145	60

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