

“Bionics”

Bio-inspired information technologies

Guidelines to Allowable Costs

The costs detailed below are applicable to participants of the joint EU/NSF Strategic Research Workshops, contract IST-1999-12077.

I. Attendance to meetings

The EU/NSF contract covers the organisation of “Bionics” Bio-inspired information technologies workshop.

Participation to a EU/NSF meeting or workshop

1. Participants’ allowable costs

1.1 Travel expenses

Travel expenses between the usual place of work of the participant and the meeting place are reimbursed on production to ERCIM of the original tickets, the **two boarding cards**, and of the reimbursement form (see attached). If the price of the ticket is not written up on the ticket, the travel invoice should be enclosed along with the original ticket.

- travel by rail: the amount accepted equals the price of a first class train ticket (including compulsory travel supplements) for the journey.
- travel by air: if the distance by rail is greater than 400 km or if the journey includes a sea crossing, travel by air is acceptable.

For journeys by air, the amount accepted should not exceed the **economy class air fare** and the cheapest price (APEX, PEX, or "excursion") may be sought when the difference in price to the "Economy" class is equal to or higher than 350 euros, or when multiple bookings are involved (excursion or "group bookings").

- travel by car: when a journey is undertaken by car, the amount accepted equals the price of a first class train ticket (including compulsory travel supplements) for the journey.

Taxi expenses are not reimbursed as travel expenses. This cost is covered under the per diem allowance (see 1.3).

1.2 Cost of shipment of equipment or unaccompanied luggage

These costs shall be accepted subject to prior approval by the Commission.

1.3 Subsistence allowance

The daily subsistence allowance is **150 euros** for each participant. The per diem amount covers all expenses (hotel, meals and sundry other expenses such as taxis). One per-diem is paid for each meeting day and each travelling day. If additional day(s) is/are necessary to obtain the cheapest travelling prices (APEX, PEX, or "excursion" tickets), one per-diem is added for each day.

For example, an APEX or PEX airplane ticket frequently involves staying over on Saturday and Sunday. In this case two additional per-diems are reimbursed for Saturday and Sunday.

2. Organisational costs

- These costs are only reimbursed to ERCIM and mainly include renting of the meeting place and of the needed equipment (overhead projector, hardware for demonstrations, displays...).
- Since the participant receives a daily allowance, meals, social dinner and coffee breaks **cannot be reimbursed**, either to the participant or to the organisers.
- To have these costs reimbursed, the organiser **must send a list of the workshop participants** (participants' names, arrival and departure dates). The Commission will not refund the ERCIM Office without this information.