



EU-Project: KDubiq (IST-6FP-021321)

Coordination Action

– Guidelines for Reimbursement of Travel Costs –

The guidelines for reimbursement of travel costs are applicable to organisations, enterprises, private persons defined as internal (MB) and external partners within the KDubiq project.

I. Categories of travel costs that can be claimed:

Attendance to KDubiq project meetings:

- **KDubiq Management Board Meetings** (for members of the KDubiq Steering Committee, for all invited working group chairs as well as for guest members invited to these meetings)
- **KDubiq Working Group Meetings** (for active members in the KDubiq project, who have been invited to attend the Working Group Meetings)
- **KDubiq Industry Workshops** (for active members in the KDubiq project, who have been invited to attend these events)

II. Types of Travel Costs that can be claimed:

The type of active KDubiq members mentioned above under (I.) can claim for their travel expenses following costs: (A.) transportation expenses and (B) Daily allowance (covering all other costs)

(A.) Transportation expenses

Transportation expenses are travel costs between the usual place of work of the participant and the meeting place. Transportation expenses can be reimbursed ONLY on production of the **original tickets**, by following the KDubiq **reimbursement procedure** under

(see attached or <http://www.kdubiq.org/kdubiq/control/expensesclaims>).

If the price of the ticket is not written upon 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: the amount accepted should not exceed the economy class air fare and the cheapest price.
- Travel by car: when a journey is undertaken by car, the kilometre allowance is 20 Cent. In case of an accident there is no compensation from Fraunhofer Gesellschaft possible. NO Compensation is also possible for car renting costs.

(B.) Daily allowance

As a basic principle the daily allowance is 130,- EUR/day for each participant. Costs for the hotel, for subsistence and food, taxi and conference fees are covered by this daily allowance. **Only the days in which the participant has been active in the KDubiq event will be reimbursed.**

The number of daily allowance(s) for each KDubiq event has to be claimed in advance. Please contact the KDubiq office (Mrs. Codrina Lauth, ina.lauth@ais.fraunhofer.de) for this.

In case the Fraunhofer Gesellschaft will pay directly the cost for hotel, lunch, coffee breaks, dinners in advance, the participant will receive ONLY **the reduced daily allowance of 40,-EUR/day**.

In case of excessive hotel costs, the participant can apply for an exemption of the daily allowance by contacting in advance the KDubiq office (Mrs. Ina Lauth). In case of approval, hotel costs will be paid directly by the Fraunhofer Gesellschaft and the participant will not receive any extra daily allowance.



III. Reimbursement Procedure

This page describes the procedure of re-claiming expenses from KDubiq for external partners (see guidelines), for events for which funding was approved for you in advance.

STEP 1: Before the travel:

Please fill in and sign the web or fax form for estimation of expenses claims (see ***KDubiq Request travel expenses form***, <http://www.kdubiq.org>) and make sure that you have agreed with the KDubiq office on the number of daily allowances for the designated KDubiq event approved in advance. The Project Board has to proof in advance the estimation of your travel costs.

Download: ***KDubiq before travel - expenses form***

For further assistance, please contact KDubiq Office: Codrina.Lauth@iais.fraunhofer.de

STEP 2: During the travel: Please make sure that you collect all **original documents** (for flights both original boarding cards) necessary for the reimbursement form.

STEP 3: After the travel: Please read carefully the “*KDubiq Guideline for Reimbursement of Travel Expenses*”, fill in the **expenses invoice form** below and attach to it all original documents, invoices.

To claim your expenses, use the KDubiq expense claim forms:

Expenses invoice form: KDubiq after travel from (PDF version)

Expenses invoice form : KDubiq after travel from (MS Word version)

The preference is for you to complete the expense claim form by editing the MS Word version; if you can't do this, then please print off the PDF version and type your claim onto it. If you really must write then write in block capitals, in black ink. Ensure that your entry is entirely clear, (particularly figures), or it will be returned.

Requests for reimbursement must be sent by post (in clear hardcopy format) to:

Fraunhofer Institute for Intelligent Analysis and Information Systems (IAIS)
KD/C1-115

Mrs. Codrina Lauth
Schloss Birlinghoven
53754 Sankt Augustin

Codrina.Lauth@iais.fraunhofer.de

Responsible for bank transfers:

Stephan.Kollmer@izb.fraunhofer.de

General Observations:

- Funding may be claimed **only** for KDubiq events and KDubiq project members for which approval was **explicitly** granted beforehand by the KDubiq Administrative Board. If you spend money without getting the formal approval from KDubiq Project Board, there will be no guarantee that KDubiq will reimburse your expenses.



- Please use one Expense Invoice form per event.
- Print or write clearly using block capitals on the form if we cannot read it we cannot pay it.
- Expense claims must be submitted **within three calendar month of expenses being incurred.**

Sankt Augustin, 01.12.2006