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This project is funded
by the European Union



Travel Reimbursement Scheme

- Reimbursement can only be approved on presentation of:
 - **Original support documents for travel and accommodation.** In the case of air travel, these documents are; invoice from travel agent, receipt (last coupon of ticket) and all boarding passes. Note that **photocopies can no longer be accepted.**
 - Completed and signed **TRIALOG Travel Expense Claim Form** (including IBAN, BIC and exact bank details).
 - **A short narrative report** about the event for which you request reimbursement (we will accept either page 2/'Activity Report' of the Travel Expense Claim Form, or another document in which we can find the same information.)

- **Travel** may be claimed as follows:
 - You must obtain our written agreement before travel if you wish to use private transport. We will normally agree to private car use only if this is cheaper than public transportation. In this case we can reimburse up to EUR 0,2/km.
 - You must obtain our written agreement before travel for travel costs above EUR 400,-
 - We can only reimburse **Economy Class** flight or train tickets.
 - Local public transport to and from the event can be reimbursed.
 - Taxi bills will be reimbursed only in exceptional cases (such as flights in the early morning or late evenings etc): in all other cases public transport should be used.

- **Per diems** may not be claimed.

- **Please note also that:**
 - We reimburse by bank transfer in EUR using the IBAN system. We do not normally reimburse your bank fees (please contact us if your bank charges high fees).
 - We use the official exchange rates published monthly by the EC.
 - We follow CONCORD regulations when supporting CONCORD events, and DEEEP regulations when supporting DEEEP events.
 - If you participate in only part of the planned event, we may reduce your claim proportionally. (Please contact us before travel if this is your case).
 - If your total travel cost would be lower if you spend an additional night at your destination, we will normally reimburse these extra costs. However, please contact us in writing before your travel.
 - Requests for reimbursement should be send to TRIALOG **within 2 weeks.**

April 07