

Reimbursement Guidelines on EPN2020 VESPA / Implementation Workshop, Graz 2017

I. Reimbursement Rules

1. Travel and accommodation costs, as well as daily allowance will be reimbursed to the workshop participant after the workshop, i.e. the workshop participant has to pre-finance his costs.
2. Only those costs are eligible, for which original bills can be provided. These bills have to be clearly marked as bills, i.e. bills have to include
 - 2.1. Name and address of the workshop participant
 - 2.2. Name and address of the contractor (e.g. hotel, travel agency etc.)
 - 2.3. Quantity and type of the good/service
 - 2.4. Time of delivery
 - 2.5. Value of the good/service
 - 2.6. Date of invoice
 - 2.7. Invoice number
3. Eligible costs:
 - 3.1. Travel costs for arrival and departure to and from the workshop location:
 - 3.1.1. Air fares: Travel to and from the workshop location by plane can be reimbursed. Please note, that the ticket has to be economy class and the travel dates shall not be more than one day prior and after the workshop dates. To be eligible, the following original documents, have to be sent together with the reimbursement form:
 - 3.1.1.1. original bill
 - 3.1.1.2. original boarding passes of all flights
 - 3.1.2. Train/bus fares: Travel to and from the workshop location by train/bus can be reimbursed. Please note, that the ticket has to be economy class and the travel dates shall not be more than one day prior and after the workshop dates. To be eligible, the following original documents, have to be sent together with the reimbursement form:
 - 3.1.2.1. original bill and/or train/bus ticket
 - 3.1.3. Local transport: This includes transport from and to the airport / train station, as well as transport from and to the workshop location. Please note that local transport via taxi is only eligible from and to the airport / train station. To be eligible, the following original documents, have to be sent together with the reimbursement form:
 - 3.1.3.1. original bill and/or ticket

- 3.1.4. Accommodation: This can be reimbursed for the whole workshop duration plus one day prior and after the workshop date (i.e. for travel days). Please note that the eligible costs per night shall not exceed the value of the overnight allowance, i.e. 75€ per night. All accommodation costs per night, which exceed the overnight allowance, will not be reimbursed. To be eligible, the following original documents, have to be sent together with the reimbursement form:
 - 3.1.4.1. original bill
- 3.1.5. Daily allowance: Eligible for workshop dates plus one day prior and after the workshop date (i.e. for travel days). Daily allowance rate for Austria is 26.40€. Please note that the daily allowance rate will be reduced by the following:
 - 3.1.5.1. If lunch and dinner is provided by the workshop, daily allowance will be reduced by 2/3. This has to be clearly marked within the reimbursement form. Breakfast included in accommodation costs (as far as accommodation and breakfast together do not exceed the overnight allowance) does not reduce the daily allowance.
4. Original documents (bills, boarding passes, tickets etc.) together with the reimbursement form have to be sent via postal mail to the following address:

Claudia Grill
Institut fuer Weltraumforschung
Oesterreichische Akademie der Wissenschaften
Schmiedlstrasse 6
A-8042 Graz, Austria
5. The reimbursement form together with all original documents should be sent within 2 weeks via postal mail to the above address after the end of the workshop. In case this date cannot be met, the workshop participant has to state a reason on the reimbursement form. The right to reimbursement expires six months after the workshop date.
6. A copy of the reimbursement form and of further documents can be sent prior to postal mail to Claudia Grill (Claudia.grill@oeaw.ac.at), Manuel Scherf (manuel.scherf@oeaw.ac.at) or Tarek Al-Ubaidi (tarek.al-ubaidi@oeaw.ac.at) via email to check, whether everything is filled out correctly and whether everything meets the above rules. Please note that this will not substitute the original reimbursement form and documents to be sent via postal mail.
7. For any questions, please contact
 - 7.1. Claudia Grill (claudia.grill@oeaw.ac.at),
 - 7.2. Manuel Scherf (manuel.scherf@oeaw.ac.at) or
 - 7.3. Tarek Al-Ubaidi (tarek.al-ubaidi@oeaw.ac.at)
8. The reimbursement form will be provided by the workshop organizer or can be downloaded at <http://tinyurl.com/iwf-reimb>.