

Annex 1: Travel guidelines

Rules for travel arrangement and for the reimbursement of eligible expenditures

As a general rule, there will be no transfer of funds to the selected institutions. The reimbursement of eligible costs will be directly paid to participants upon actual and justified expenditure.

The FB offers the option of booking the travel (flight/train) and the accommodation of the applicants, always taking into account a **4 weeks period of time prior to the trip** for administrative purposes.

Eligible costs will be covered by the FB under the following conditions:

- Applicant is respecting the eligibility rules of the activity.
- Costs are related to the exchange described in the work plan (template 2) and respecting its dates.
- The travel claim form prior to the trip, and the expenses claim form after the trip, are thoroughly filled in when requested and the original receipts are sent.

Prior to the trip, selected applicants will be requested to fill in the travel claim form with their desired flights/train schedule and the personal information form – provided by CNRS -, and send their bank account details document.

CNRS will directly order and pay for flights or train tickets. **Please note that CNRS will not reimburse tickets paid directly by applicants.**

IMPORTANT:

- ✓ As a public organisation, CNRS reimburses daily expenses via a *per diem* rate, which defers depending on the country of destination (the *per diem* rate for each country is available on [this website](#))
- ✓ The *per diem* rate consists of 65% for accommodation (hotel night, breakfast included) and 17.5% for each other meal (lunch and dinner).
- ✓ No receipt will be asked for lunch and dinner. Applicants will only notify the number of meals **they paid for** in the expenses claim form.
- ✓ **Only economy class tickets will be covered** (business/first class tickets will not be booked).
- ✓ The invoices for the hotels should be issued to the name of the person travelling (not their organization).
- ✓ For trips to France, CNRS will arrange the hotel booking. In this case, only meals will be covered by the *per diem* rate.
- ✓ Priority must be given to public transportation.

After the trip, applicants are requested to fill in and sign the expense claim form provided by CNRS and provide all original documents supporting the expenses and the FB bookings:

- Boarding cards / e-tickets / train tickets
- Hotel voucher and any booking document in which the price is displayed.
- Original tickets of public transportation (to/and from the airport/train station).
- Taxi receipts, if no public transportation is available.



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The original documents have to be sent by post to the following address:

CNRS-INSU
Service Europe et international
3 rue Michel Ange
75794 PARIS Cedex 16
France

Please take in account that the reimbursement process can take up to 2 months.

Any question on travel arrangement and reimbursement of expenses can be addressed to fanny.adam@cnrs.fr (+33169083073)

In case additional funds can be mobilised for this call, the reimbursement rules can be slightly adapted as required by AEI.