



LGBTI Equal Rights Association

## Reimbursement of Travel Costs Policy and Procedures

### General Principles

Journeys must be carried out by the most direct and economic route, and the most cost effective means of transport. Economy class fares will be used as the benchmark for analyzing air travel costs. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. Air travel is also acceptable if there are no other means of public transport available. Expenses related to **car journeys** (fuel, toll-roads, etc.) are possible if travel by car is the most cost effective option, and its price is less or equal to public transport costs for the particular distance. For travel below 400km the benchmark price is the bus fare, while for travel above 400km the benchmark price is the economy class air fare. In addition, in special circumstances travel by car is possible, if the persons' ability status is requiring travel by car, and due to safety reasons and emergency, while in all of these cases prior approval is necessary.

Car journeys for Staff and Steering Board members are also possible if heavy or bulky material is being carried, if work mission assignment is time sensitive and cannot be achieved by public transport, if travel dates/times flexibility is needed and if there are multi-stop destinations. For all other reasons for car travel a specific authorization by Executive Co-Directors is needed.

The payment of travel expenses by car, if it is provided in the project and if the donor of the project so permits, is made in the amount of 0.22 EUR per kilometer for ERA Staff members and 0.10 EUR per kilometer for others (participants, guests, external experts, etc.), for the use of a personal vehicle. Toll costs are not included in this amount. This is a general rule, however if the donor requires different reimbursement rules and procedures, those will be followed.

The person paying the expenses must provide a bill for petrol and tolls for the day when the trip is made. For each payment of travel expenses to persons employed in the organization, a travel order is prepared, specifying the name of the person traveling, the purpose of the trip and the name of the project within which the trip is realized. Prior to the commencement of the journey, the employees should provide a standard travel order in accordance with the domestic legislation signed by the Executive Director and, upon completion of the journey, provide a travel report and the costs incurred in the frame of the same roadmap.

The following costs **are not eligible for refund**: all **taxi** trips, unless no public transportation is available, heavy material was carried or with specific authorization; trips made in **first or business class** or any class other than the cheapest.

All travel expenditures must be supported by:

- **an invoice, a ticket, an electronic ticket or receipt** showing the date, the beneficiary, the amount spent and the currency;

- **a ticket (airplane, train only)** or a passenger receipt (generally attached to airplane tickets);
- **boarding passes (required for air trips only)** – you only need to show evidence that you did a two-way journey.

If it is provided in the project and if the donor of the project so permits, each employee receives the daily subsistence allowance (DSA/per diem) for approved business trip in Serbia and abroad. Also, if the hotel price is not covered, that will be done by means of Travel Expenses Claim. Accommodation must be documented and is subject to maximum amounts for each country.

Daily subsistence Allowances (DSA's) are limited to a flat-rate amount and are considered to cover subsistence (breakfast + two main meals, local transport, cost of telecommunications and all other sundries). The maximum amounts (in Euro per calendar day) accepted for each country is set out in the table below.

ERA covers subsistence costs in line with the approved budgets for its events and activities. The rules for calculating the daily subsistence allowances are as follows:

- stays less or equal to 6 hours: reimbursement of actual costs (on production of supporting documents);
- over 6 hours up to 12 hours inclusive: 0.5 DSA;
- from 12 hours up to 24 hours inclusive: 1 DSA;
- from 24 hours up to 36 hours inclusive: 1.5 DSA;
- from 36 hours up to 48 hours inclusive: 2 DSA;
- from 48 hours up to 60 hours inclusive: 2.5 DSA, etc.

In case the donor has different regulations than the ones listed in this document, the regulation of the donor will be used for calculating the DSA costs.

If the expenses are claimed in another currency than the one of the expense itself, the exchange rate applying at the date of the transaction should be provided or when this specific currency was bought (credit card statement, bank statement). If the exchange rate is not provided, it will be calculated by the F&A officer.

Country	DSA	Max. hotel	Country	DSA	Max. hotel
			Lithuania	€ 68.00	€ 115.00
Albania	€ 82.00	€ 114.21	Liechtenstein	€ 80.00	€ 95.00
Armenia	€ 64.00	€ 89.14	Luxembourg	€ 92.00	€ 145.00
Austria	€ 95.00	€ 130.00	Macedonia	€ 50.00	€ 160.00
Azerbaijan	€ 46.00	€ 64.07	Malta	€ 90.00	€ 115.00

Belarus	€ 54.00	€ 75.21	Moldova, Rep. of	€ 50.00	€ 69.64
Belgium	€ 92.00	€ 140.00	Monaco	€ 183.00	€ 254.89
Bosnia and H.	€ 46.00	€ 64.07	Montenegro	€ 54.00	€ 75.21
Bulgaria	€ 58.00	€ 169.00	Netherlands	€ 93.00	€ 170.00
Canada	€ 111.00	€ 154.60	Norway	€ 80.00	€ 140.00
Croatia	€ 60.00	€ 120.00	Poland	€ 72.00	€ 145.00
Cyprus	€ 93.00	€ 145.00	Portugal	€ 84.00	€ 120.00
Czech Republic	€ 75.00	€ 155.00	Romania	€ 52.00	€ 170.00
Denmark	€ 120.00	€ 150.00	Russian F.	€ 75.00	€ 104.46
Estonia	€ 71.00	€ 110.00	Serbia	€ 80.00	€ 140.00
Finland	€ 104.00	€ 140.00	Slovakia	€ 80.00	€ 125.00
France	€ 95.00	€ 150.00	Slovenia	€ 70.00	€ 110.00
Georgia	€ 64.00	€ 89.14	Spain	€ 87.00	€ 125.00
Germany	€ 93.00	€ 115.00	Sweden	€ 97.00	€ 160.00
Greece	€ 82.00	€ 140.00	Switzerland	€ 207.00	€ 288.31
Hungary	€ 72.00	€ 150.00	Tajikistan	€ 41.00	€ 57.11
Iceland	€ 85.00	€ 160.00	Turkey	€ 55.00	€ 165.00
Ireland	€ 104.00	€ 150.00	Turkmenistan	€ 92.00	€ 128.14
Italy	€ 95.00	€ 135.00	Ukraine	€ 69.00	€ 96.10
Kazakhstan	€ 54.00	€ 75.21	United Kingdom	€ 101.00	€ 175.00
Kyrgyzstan	€ 47.00	€ 65.46	United States	€ 148.00	€ 206.14
Latvia	€ 66.00	€ 145.00	Uzbekistan	€ 50.00	€ 69.64