

### 3. TRAVELS AND INDIVIDUAL SUPPORT

Within the framework of the EU-CONEXUS Alliance, EU-CONEXA will finance costs for travels and individual support for:

- Student Board members from partner universities,
- research staff mobilities from partner universities,
- invited guests and stakeholders,
- other people according to budget and a decision of the Executive Board.<sup>1</sup>

#### GENERAL PRINCIPLES

For travel and individual support, general principles are:

- public transports should always be the preferred transport mode,
- the use of trains and buses should be preferred for a travel time under 4 hours (if available),
- early purchase of tickets should be preferred to decrease the cost of the trip,
- low-cost carriers are eligible,
- unless already paid by EU-CONEXA or other manners, travellers get a refund based on the rules detailed below,
- funded travellers who are staff/students of the partner universities should always inform their university about the trip and ask for a mission order in order to be covered for their work insurance.

#### TRAVEL COSTS:

Travel costs are mainly transportation costs for travelling by train, plane, bus, cars, boat, etc. between two cities or any other cost related to the trip of the traveller such as travel insurance. Please note that local transportation costs (metro, bus, tramway, etc.) are included in the individual support section with the per diem.

- **Train/plane/buses between two cities**

**For students**, EU-CONEXA can buy the tickets in the name of the student, if possible. Students should provide information of the trip and personal information for the travel arrangements to be made. Travel insurance will be added to cover any cancellation fee.

Students should always inform their university about the trip.

**For staff and external travellers**, the traveller can purchase the ticket individually **after approval of EU-CONEXA**. The refund will be given based on the invoices. Travel insurance is also eligible and encouraged in case of cancellation. **If needed, EU-CONEXA can refund the tickets before the trip via pre-payment**. In exceptional case, EU-CONEXA can buy the tickets directly for the travellers. They should provide information of the trip and personal information for the travel arrangements to be made as well as for the travel insurance.

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<sup>1</sup> If an official representative of the Association is travelling (President, Administrator, Directors) and refunded by the Association, other rules may be applied. Please contact [eu-conexa@eu-conexus.eu](mailto:eu-conexa@eu-conexus.eu).

- **Taxi/uber or similar and airport transfers**

The use of taxi or uber (or similar) and airport transfers should be included in the per diem of individual support and will not be refunded based on invoices.

- **Cars and related costs**

The use of cars should not be preferred but is eligible for refund, if no other suitable option is available or if it is less expensive (with several people on board for example).

- **Car rental :**

If there is no other option, renting a car is eligible for refund if accepted by EU-CONEXA. Please contact EU-CONEXA.

The rental can be made directly by EU-CONEXA or by the traveller. Smaller car with the lowest cost should always be preferred.

- **Use of personal car in the home country:**

If no other option (lack of public transportation, timing issue, cheapest and easiest option with several people on board, etc.) travelling with its own car is eligible for refund if:

- if duly justified
- travel distance is under 300kms
- the traveller has an insurance covering work trip.

Please contact EU-CONEXA for approval.

Based on a **price/km of 0,4170€ (July 2022)**, EU-CONEXA will refund the traveller with the number of kilometres driven and the cost per km.

Thus, EU-CONEXA will not refund any petrol invoice as it is included in the above refund/km.

- **Car related costs:**

- ✓ Toll fees:

Toll fees are eligible and will be refunded based on invoices.

- ✓ Parking:

Parking fees are eligible if duly justified (airport, city center...).

## **INDIVIDUAL SUPPORT COSTS:**

Individual support are the costs related to accommodation in a hotel/hostel/airbnb or similar and daily allowances/per diem meaning subsistence costs linked to the three meals per day (breakfast, lunch and dinner) and costs related to local transportation (metro, bus...).

- **Accommodation**

Accommodation costs are cost related to the nights spent. Airbnb or similar are eligible as well as hostel or share rooms. No specific rules apply as EU-CONEXA will only refund until a certain amount.

### **For students:**

Accommodation will be booked directly by EU-CONEXA for the traveller. The maximum cost for student accommodation in average is set up to **70€ per night/student**.

**For staff and external travellers:**

Staff and external travellers should book their own hotels/hostels/airbnb or similar and get refunded based on the invoices up to the limit of **110€/night in the EU-CONEXUS countries**. If the limit cannot be respected due to specific circumstances (summer or busy period...), please contact EU-CONEXA to get an approval of the costs refund. Moreover, in case of any other destination, please contact EU-CONEXA for a case by case decision (based on the Belgian rules of per diem).

- **Daily allowance**

Daily allowance is fixed and is refunded to the traveller without any invoices (per diem). It should cover the meal costs and local transportation tickets (bus, metro, etc.).

The daily allowance is fixed for any EU-CONEXUS country at **65€**. Any half day spend on trip will be paid (65€/2=32.50€). In case of any other destination, please contact EU-CONEXA for a case by case decision (based on the Belgian rules of per diem).

**PAYMENTS****For students:**

The total daily allowance will be paid **before the trip**.

**For staff and external:**

If not paid by EU-CONEXA or other manners, the traveller will be refunded **after the trip** on its own bank account. On demand, **pre-payment** can be done before the trip : 100% travel costs and 70% of the accommodation + daily allowance.

Please provide your ID card, proof of residence, acceptance letter or any document and your IBAN to EU-CONEXA with the invoices and documentation after the trip within 30 days maximum.

Travellers need to keep all invoices linked to refundable costs (travel and accommodation costs). Daily allowance expenses do not need any proof or payment.

Please send back all documentation with [this form to be filled in](#).

## SUMMARY

**For students :** All costs are paid by EU-CONEXA and the total daily allowance will be paid before the trip.

Expense	Process/eligibility	Max refund in €	Documents
<b>Travel costs</b> (plane, train, bus between two cities)	EU-CONEXA will buy the tickets in the name of the student		Personal information for booking process
<b>Car rental</b> <i>Exception only</i>	The rental will be made directly by EU-CONEXA or by the traveller	Refunded based on <a href="#">invoices</a>	Invoices if not booked directly by EU-CONEXA
<b>Use of personal car</b> <i>Exception only</i>	Eligible if no other option And : - Under 300kms - if Car insurance covering work trips is available	Refunded based on <a href="#">0,4170 €/km</a>	
<b>Toll fees and parking</b> <i>Exception only</i>		Refunded based on <a href="#">invoices</a>	Invoices
<b>Accommodation</b> (hotel, airbnb, hostel or similar)	EU-CONEXA will book directly the accommodation	Average cost of <a href="#">70€/night/student</a>	Invoices if not booked directly by EU-CONEXA
<b>Daily allowance/per diem</b>	Flat rate for meals and public transportation	<a href="#">65€/day</a> in EU-CONEXUS countries	No documents are needed to be refunded
<b>Taxi or similar, airport transfers</b>		Refunded in the per diem	Refunded in the per diem

**For staff and externals:** Refund after the trip but possible pre-payment before the trip (100% travel costs and 70% of accommodation and daily allowance).

Expense	Process/eligibility	Max refund in €	Documents
<b>Travel costs</b> (Plane, train, bus tickets between two cities)	<u>After EU-CONEXA approval</u> , the traveller can buy its ticket + insurance on its own. In exceptional case, EU-CONEXA can buy the tickets for the traveller.	Depending on the ticket price.	Invoices, tickets
<b>Car rental</b> <i>Exception only</i>	The rental can be made directly by EU-CONEXA or by the traveller	Refunded based on <a href="#">invoices</a>	Invoices if not booked directly by EU-CONEXA
<b>Use of personal car</b> <i>Exception only</i>	Eligible if: - no other option or cheaper - under 300kms - if Car insurance covers work trips	Refunded based on <a href="#">0,4170€/km</a>	
<b>Toll fees and parking</b> <i>Exception only</i>	If related to use of rental or personal car	Refunded based on <a href="#">invoices</a>	Invoices
<b>Accommodation</b> (hotel, airbnb, hostel or similar)	The traveller should book himself/herself the accommodation	Refunded based on <a href="#">invoices up to maximum 110€/night</a> <i>If any issue or outside EU-CONEXUS countries, please contact EU-CONEXA</i>	Invoices
<b>Daily allowance/per diem</b>	Flat rate for meals and public transportation	<a href="#">65€/day</a> in EU-CONEXUS countries <i>If any issue or outside EU-CONEXUS countries, please contact EU-CONEXA</i>	No documents are needed to be refunded
<b>Taxi or similar, airport transfers</b>		Part of the per <a href="#">per diem</a> .	

## 4. TEMPLATES

Template to make a purchase of goods or services - [here](#)

Template for attribution of a scholarship – [here](#)

Template for attribution of an award – [here](#)

Template for expense report (including mileage tracking and reimbursement) - [here](#)