

POLICY ON THE REIMBURSEMENT OF TRAVEL EXPENSES

General information

The purpose of this policy is to establish a procedure for Partnership for Advanced Computing in Europe Aisbl (hereafter referred as to PRACE) for reimbursing travel expenses. These guidelines will also ensure certainty and transparency of reimbursements, and will give guidance to both the Secretariat of PRACE and that of its Members when acting on behalf of PRACE. These guidelines will be available on the website of PRACE:

<http://www.prace-ri.eu/Information-for-Reviewers>.

General conditions

1. These rules shall apply to any individual appointed or invited by PRACE to participate in a meeting or event, including anyone responsible for accompanying a disabled participant appointed or invited by PRACE, wherever the location of the meeting or event.
2. PRACE will reimburse travel expenses to participants in meetings or events organized by PRACE or by any of its Bodies or Members on behalf of PRACE with the prior consent of the latter. Reimbursement of travel expenses related to participation in other events of interest to PRACE requires prior approval from the PRACE Managing Director through the Secretariat of the head office of Brussels (via the email address: finance@staff.prace-ri.eu).
3. Normally, only 1 participant per organisation will be given financial support to participate in the meeting or event. Exceptionally and only with prior approval from the PRACE Managing Director obtained through the PRACE Secretariat, a more numerous representation per organisation will be given financial support in case of duly justified circumstances.
4. For any assignment involving travel, expenses are reimbursed on the basis of actual and reasonable expenditure incurred.
5. No other expenses apart from those recognised in these rules will be reimbursed, except if prior approval was given by the PRACE Managing Director through the PRACE Secretariat in view of duly justified exceptional circumstances.
6. No reimbursement will be made if the participant has received or is entitled to any equivalent reimbursement from any other source for the same trip.
7. All personal data received from the participants will be processed in accordance with the applicable legislation and PRACE Policy on data protection. Participants may, by written request addressed to the PRACE Secretariat, gain access to their personal data, correct any information that is inaccurate or incomplete, or reject the processing of the mentioned data.
8. PRACE shall not be liable under any circumstances for any material, immaterial or physical damages suffered by invited participants or those responsible for accompanying a disabled participant in the course of their journey to or stay at the venue where the meeting or event is held. In particular, invited participants shall be

entirely liable for any damages that they might cause to others in the context of their participation in the relevant meeting or event. The cost of travel insurances shall not be reimbursed.

9. PRACE reserves the right to modify the present rules after publicly announcing the new rules on its website and informing directly the participants if needed.
10. PRACE may impose additional restrictions over expenses beyond those required by this Policy for justified reasons, including budget availability.

Reimbursable expenses

11. Participants shall be entitled to reimbursement of their travel expenses from their home or professional address to the meeting venue, by the most direct and appropriate means of transport given the distance involved.
12. All plane tickets should be economy class fare. No business class fares will be reimbursed.
13. Approval must be obtained from the PRACE Managing Director through the PRACE Secretariat prior to purchasing travel tickets with a value of more than 300 euros. If approval has not been obtained in advance, such purchase and the absence of notification have to be duly justified.
14. For rail tickets second class fare will normally be reimbursed, except for journeys longer than two hours, in which case first class fare can be reimbursed. For travel by bus standard fare will be reimbursed.
15. For travel by private car the equivalent of second class rail fare for the same journey shall be reimbursed. If the route is not served by train, the cost of travel by private car shall be reimbursed at a rate of 0,34 € per km. If private car is used, train station and airport parking costs will only be reimbursed if the route is not served by train. In that case, participants are urged to use long-term, lower-cost parking lots when available.
16. If hotel accommodation is not provided by PRACE, it will be reimbursed up to 130 € per room per night, including breakfast, and excluding any additional costs that may be incurred during the stay at the hotel. A more expensive room shall be reimbursed only in case of duly justified circumstances.
17. Hotel stays will be reimbursed from the night prior to the first day of the meeting or event, depending on the scheduled starting time of the meeting or event and the length of the journey. Reimbursement of extended hotel stays requires prior approval from the PRACE Secretariat in case of justified circumstances.
18. Taxi fare will only be reimbursed for journeys taking place between 8 p.m. and 7 a.m., or in case the use of the taxi is duly justified under specific circumstances.
19. Meals will be reimbursed up to 70 € for each 24 hours of travel, and only in case they are not offered by the local organiser of the relevant event or meeting. Above that amount, it is necessary to duly justify the higher expense and obtain the approval from the PRACE Managing Director through the PRACE Secretariat. This rule is not applicable to breakfast already included in the price of the accommodation.

20. If participation in a meeting or event requires payment of a registration fee, such fee will be reimbursed if the participation in that event has been approved by the PRACE Managing Director through the PRACE Secretariat.

Procedure for reimbursement

21. Payment shall be made by the PRACE Secretariat upon receipt of the reimbursement request (ANNEX I) duly completed and signed by the participant. The payment order shall be drawn up on the basis of such request for reimbursement.
22. The mentioned form must be dated and signed by the participants, who, by signing the form, declare on their honour that the travel expenses and/or allowances claimed are not met by their institution or another organisation or person for the same journey or period.
23. Travel expenses shall be reimbursed on presentation of original supporting documents, tickets and invoices or, in case of online bookings, the printout of the electronic reservation and boarding cards for the journey. The documents supplied must show the class of travel used, the time and date of travel and the amount paid. In case it is not possible to present original documents, participants must justify such circumstances and present a copy of the relevant document/s.
24. All reimbursements shall be made to one and the same bank account of the participant, which will be indicated on the appropriate form (ANNEX II). All claim forms and tickets shall be sent together for the entire trip and not in separate mailings.
25. The PRACE Secretariat may request any proof of payment or additional document with regard to the travel costs incurred by the participant.
26. Requests for reimbursement should be received if possible within 15 working days from the date of the meeting or event, and should be sent by mail to the financial department of the PRACE head office located at Rue du Trône 98, B-1050 Bruxelles, Belgium. It is recommended to send an electronic copy in advance by email to: finance@staff.prace-ri.eu.
27. If the reimbursement claim is not sent complete within 1 month after the event has taken place, PRACE will no guarantee the payment or reimbursement to the participant.

Payment

28. Travel expenses shall be reimbursed in Euros (€), where appropriate at the official rate of exchange applicable on the day of payment.
29. PRACE reserves the right to refuse reimbursement in case an expense is not duly justified.
30. PRACE reserves the right to recover any payment made in breach of the present provisions.
31. PRACE commits to execute the reimbursement within 15 working days from receipt of the reimbursement claim duly signed and completed, including all required original documents.

Applicable law

32. The present provisions will be exclusively subject to and governed by Belgian law. All disputes occurring in connection with the present rules should be solved through an amicable settlement. If such amicable agreement cannot be reached, the competent court to solve the dispute will be the one holding jurisdiction over Brussels.