**Travel Expenses Reimbursement Form**

|  |  |  |
| --- | --- | --- |
| Claimant’s Name: |  | |
| Address: |  | |
|  |  | |
| Bank details |  | |
| Name of account-holder: | |  |
| Bank: | |  |
| Account number / IBAN: | |  |
| Bank Code / BIC: | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Proposal Number |  | | |
| Facility |  | | |
| Date of arrival |  | Departure |  |

|  |  |  |
| --- | --- | --- |
| Expenses | Amount | Currency |
| Airfare |  |  |
| Train |  |  |
| Public transport |  |  |
| Accommodation: |  |  |
| Taxi (please justify) |  |  |
|  |  | |
| Other expenses (please specify): |  |  |
|  |  | |
| Additional comment (optional): |  | |
|  | | |
| Please note that only those expenses can be reimbursed that are supported by a ticket or a receipt! |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I confirm the correctness of this statement and in particular that I have actually incurred the costs declared above and that I have been informed about potential tax obligations regarding per diems. | | | | |
|  | | | | |
| Date |  | Signature |  |  |

|  |
| --- |
| Potential tax obligations regarding per diems  Per diems paid by the ReMade@ARI project may be subject to national income tax. If you receive per diems as an employee of your home institution, they may be taxable as part of the wage tax deduction procedure. Depending on the country, you may be obliged to report to your employer the reimbursement granted. If you receive the per diems as self-employed person, separate tax regulations may have to be observed.  **Please send the signed form as a PDF together with invoices and receipts to reimbursement@Remade-project.eu.  All invoices should be issued to the person claiming the reimbursement.** |

**Reimbursement of Travel Expenses**

**Reimbursement will be made according to the following regulations:**

1. A maximum of two researchers per experiment/visit are entitled up to a maximum of 600 EUR reimbursement each, based on a calculated reimbursement of:

* up to 300 EUR per user for travel costs.
* up to 50 EUR per night/per user for accommodation up to a maximum of 6 nights.

The overall duration of a stay must be consistent with the experiment days scheduled for the respective user experiment. If no justification for an extended stay is provided, the maximum number of supported days equals the number of experiment days plus two.

2. Travel: Economy class for air fares, second class for train tickets. The costs of using taxis may not be reimbursed unless the necessity is explained and justified.

3. Subsistence: Flat rate daily allowance according to the German public service travel cost regulations, 20% reduction for breakfast included in hotel invoice.

4. Accommodation: Remade-at-ARI reimburses for the single occupancy cost of a standard room. Travellers should always select a hotel that is the most economical.

**Note**: All tickets and receipts (hotels, flights, trains) need to indicate the name of the person that claims reimbursement.

**What to do?**

Please keep all your original receipts, including boarding pass and any other relevant documentation such as train tickets, hotel bill, etc. To receive reimbursement, users should fill in this reimbursement form and send a signed version in pdf format together with invoices and receipts of travel and accommodation expenses to reimbursement@remade-project.eu

If you have any further questions, please contact

reimbursement@remade-project.eu