

Name:	[fill in]	Company VAT [fill in]
Street + nr:	[fill in]	
City:	[fill in]	
Country:	[fill in]	
Bank account nr. (IBAN)	[fill in]	
BIC code	[fill in]	
ARCADIS Belgium NV Posthofbrug 12 2600 Berchem VAT: BE0426.682.709		
To be sent to:	Annemie Volckaert Wouter Rommens Inge Claeys	<a href="mailto:a.volckaert@arcadisbelgium.be">a.volckaert@arcadisbelgium.be</a> <a href="mailto:w.rommens@arcadisbelgium.be">w.rommens@arcadisbelgium.be</a> <a href="mailto:i.claeys@arcadisbelgium.be">i.claeys@arcadisbelgium.be</a>
<b>Project 9279295 MSFD in Bulgaria &amp; Romania – EC – Phase 2</b> Subject meeting Date meeting		
Description : reimbursement of travel, accommodation and daily subsistence allowance for participation of (Fill in)		
<b>Date(s):</b>	(Fill in)	Price      Scan #
<b>Air ticket:</b>	Airline company, from.....to.....[Fill in]	...      ...
<b>Hotel:</b>	not applicable	-
Daily Subsistence Allowance		
Daily Subsistence Allowance	# nights :	92 euro (rate Belgium)*
	# nights :	52 euro (rate Romania)*
	# nights :	58 euro (rate Bulgaria)*
<small>*Please use the rate of the country in which the meeting takes place</small>		
Hotel ceiling	# nights :	Max 140 euro (rate Belgium)*
	# nights :	Max 170 euro (rate Romania)*
	# nights :	Max 169 euro (rate Bulgaria)*:
<small>*Please use the rate of the country in which the meeting takes place</small>		
To be paid on bank account n° ..... within 2 weeks		

	TOTAL INVOICE:	... euro
		SIGNED

We can reimburse 3 experts from Bulgaria and Romania per meeting which does not take place in their home country.

When you receive an agreement for reimbursement from the contractor then you have to consider following reimbursement rules:

- The reimbursement will follow EU rules, this includes the following
  - o Travel expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.
  - o Without any agreed changes by the contractor, travel is considered to take place from the experts location at the start of the contract (see **Fout! Verwijzingsbron niet gevonden.** for matrix of experts including location)
  - o Travel expenses shall be reimbursed as follows:
    - Travel shall only be reimbursed for a meeting that does not take place in the home country of the expert
    - Travel by air shall be reimbursed up to the maximum cost on an economy ticket at the time of the reservation;
    - Travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
    - Travel by car shall be reimbursed up to the maximum cost of a first class rail ticket for the same journey on the same day, or by default at the rate of 0,22 euro per km;
    - Total travel cost to be reimbursed will not exceed 700 euros.
  - o Subsistence expenses shall be reimbursed for those confirmed reimbursements on the **basis of a daily allowance (Per Diem)** as follows
    - In case in- and outward travel takes place on the same day and no overnight stay is foreseen, no subsistence expenses will be paid for
    - Following on from the above, for journeys of less than 200 km (return trip) no subsistence allowance shall be payable
    - Per Diem shall take the form of a **flat-rate payment** to cover all subsistence expenses and hotel ceiling (to be further defined with EC). The flat rate payment (see Addendum to Annex 10) is paid in euro.
  - o Conversion between the euro and another currency shall be made using the daily euro exchange rate (<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/eurofxref-graph-usd.en.html>)

**what documents you need to send to us** (please send us a copy by mail and keep the original document)

- Tickets (plane, bus, taxi, bus, metro, train to get to the location,...)
- Boarding passes in case you take a plane
- Invoice hotel

*(there is no special information is required on the documents,)*

**What covers your 'subsistence' expenses?**

- Meals, local transport, insurance and sundries.

**What covers your 'hotel ceiling'**

- Accommodation



If your accommodation is paid by the contractor, no hotel ceiling shall be paid.