

## “ACCOMMODATION AND TRAVEL POLICY”

### Trade Union Platfor(u)m – 3<sup>rd</sup> Edition

25-26th September 2024

La Halle Pajol - 20 Espl. Nathalie Sarraute, 75018 Paris, France

Costs for travel and accommodation will be covered by the ETUC in the context of this project for representatives of the 27 EU Member States and candidate countries. The following measures are essential in order to qualify for reimbursement by the European Commission in the context of activities it co-funds.

Costs for travel and accommodation for this project will be **reimbursed using unit costs**. However, participants are still required to keep proof of their travel, so it can be checked ex-post by the European Commission audit.

Travel costs will be reimbursed to the participant's bank account after the event and after the reimbursement form together with the originals of the following documents have been sent to the ETUC by post (\*):

- The **reimbursement form** signed by the participant
- The travel justification document:
  - For air travel : all boarding passes (outward and return journeys for each part of the trip). Electronic boarding passes are accepted if they show the QR code.
  - Bus or Train travel: the outward and return journey bus or train e-ticket.
  - Car travel: A signed statement mentioning the following elements: name of the event you attended; towns of departure and arrival; car plate number; persons travelling with you if any.

*(\*) Without these documents or in case of no show, ETUC will not be able to reimburse your travel costs.*

## 1. Accommodation costs

**ETUC** will book the hotel for confirmed participants, who register within the deadline, for two nights from 25-27th September.

All additional nights will have to be booked and paid by the participants themselves.



## 2. Travel costs

**⚠ Please read this carefully as the rules have changed! ⚠**

According to the new financial rules for EU grant applications, travel costs will not be reimbursed on the basis of real costs, but as **lump sums/unit costs**, depending on the distance travelled.

Methods to calculate the amount reimbursed are explained below.

**For return travels between 50 and 400 KM:** land travel will be required.

Please refer to the tables below to know the lump sum you will be entitled to (intra or international):

- **For Intra-member state (within a country):**

| Country | Amount in EUR Per Return Trip |
|---------|-------------------------------|
| AT      | 60                            |
| BE      | 46                            |
| BG      | 12                            |
| CZ      | 20                            |
| DE      | 64                            |
| DK      | 76                            |
| EE      | 16                            |
| EL      | 36                            |

| Country | Amount in EUR Per Return Trip |
|---------|-------------------------------|
| ES      | 52                            |
| FI      | 36                            |
| FR      | 64                            |
| HR      | 36                            |
| HU      | 28                            |
| IE      | 36                            |
| IT      | 52                            |
| LT      | 20                            |

| Country | Amount in EUR Per Return Trip |
|---------|-------------------------------|
| LV      | 16                            |
| NL      | 49                            |
| PL      | 20                            |
| PT      | 40                            |
| RO      | 16                            |
| SE      | 56                            |
| SI      | 27                            |
| SK      | 20                            |

- For inter-member states (between two countries):

| MS | AT | BE | BG | CZ | DE | DK | EE   | EL | ES | FI   | FR | HR | HU | IE | IT | LT | LU | LV | NL | PL | PT | RO | SE | SI | SK |
|----|----|----|----|----|----|----|------|----|----|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| AT |    |    |    | 58 | 65 |    |      |    |    |      | 64 | 58 | 58 |    | 58 |    |    |    |    | 58 |    | 58 |    | 58 | 58 |
| BE |    |    |    |    | 82 |    |      |    |    |      | 82 |    |    |    |    |    | 50 |    | 82 |    |    |    |    |    |    |
| BG |    |    |    |    |    |    |      | 37 |    |      |    | 36 | 26 |    |    |    |    |    |    |    |    | 17 |    |    |    |
| CZ | 58 |    |    |    | 65 |    |      |    |    |      | 64 | 36 | 26 |    |    |    |    |    |    | 20 |    | 19 |    | 37 | 21 |
| DE | 65 | 82 |    | 65 |    | 76 |      |    |    |      | 82 | 65 |    |    | 65 |    | 82 |    | 65 | 65 |    |    |    | 65 |    |
| DK |    |    |    |    | 76 |    |      |    |    |      |    |    |    |    |    |    |    |    | 76 |    |    |    | 76 |    |    |
| EE |    |    |    |    |    |    |      |    |    |      |    |    |    |    |    | 22 |    | 22 |    |    |    |    |    |    |    |
| EL |    |    | 37 |    |    |    |      |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| ES |    |    |    |    |    |    |      |    |    |      | 82 |    |    |    |    |    |    |    |    |    | 54 |    |    |    |    |
| FI |    |    |    |    |    |    |      |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    | 55 |    |    |
| FR | 64 | 82 |    | 64 | 82 |    |      |    | 82 |      |    |    |    |    | 82 |    | 82 |    | 82 |    |    |    |    |    |    |
| HR | 58 |    | 36 | 36 | 65 |    |      |    |    |      |    |    | 36 |    | 50 |    |    |    |    |    |    | 36 |    | 37 |    |
| HU | 58 |    | 26 | 26 |    |    |      |    |    |      |    |    | 36 |    | 50 |    |    |    |    | 26 |    | 26 |    | 37 | 26 |
| IE |    |    |    |    |    |    |      |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| IT | 58 |    |    |    | 65 |    |      |    |    |      | 82 | 50 | 50 |    |    |    |    |    |    |    |    |    |    | 50 |    |
| LT |    |    |    |    |    |    | 21.5 |    |    |      |    |    |    |    |    |    |    | 19 |    | 20 |    |    |    |    |    |
| LU |    | 50 |    |    | 82 |    |      |    |    |      | 82 |    |    |    |    |    |    |    | 82 |    |    |    |    |    |    |
| LV |    |    |    |    |    |    | 21.5 |    |    |      |    |    |    |    |    | 19 |    |    |    | 20 |    |    |    |    |    |
| NL |    | 82 |    |    | 65 | 76 |      |    |    |      | 82 |    |    |    |    |    | 82 |    |    |    |    |    |    |    |    |
| PL | 58 |    |    | 20 | 65 |    |      |    |    |      |    |    | 26 |    |    | 20 |    | 20 |    |    |    | 20 |    |    | 21 |
| PT |    |    |    |    |    |    |      |    | 53 |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| RO | 58 |    | 17 | 19 |    |    |      |    |    |      |    | 36 | 26 |    |    |    |    |    |    | 20 |    |    |    |    | 21 |
| SE |    |    |    |    |    | 76 |      |    |    | 54.7 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| SI | 58 |    |    | 37 | 65 |    |      |    |    |      |    | 37 | 37 |    | 50 |    |    |    |    |    |    |    |    |    | 37 |
| SK | 58 |    |    | 21 |    |    |      |    |    |      |    |    | 26 |    |    |    |    |    |    | 21 |    | 21 |    | 37 |    |

**For return travels of more than 400 km:** you can either:

- Travel only by air
- Travel only by train
- Combine both

For these travels, please refer to the table below to know the lump sum you will be entitled to:

| Distance band (in km) one-way trip <sup>1</sup> | Amount in EUR per Return Trip | Distance band (in km) one-way trip | Amount in EUR per Return Trip |
|---|-------------------------------|------------------------------------|-------------------------------|
| 400-600   | 245                           | 2501-3500                          | 541.25                        |
| 601-800   | 261.25                        | 3501-4500                          | 658.75                        |
| 801-1200  | 276.25                        | 4501-6000                          | 796.25                        |
| 1201-1600                                       | 287.5                         | 6001-7500                          | 900                           |
| 1601-2000                                       | 368.75                        | 7501-10000                         | 1201.25                       |
| 2001-2500                                       | 428.75                        | 10001-Max                          | 1376.25                       |

All distances to be measured using either the rail or flight calculator at the following website:  
[https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs\\_en](https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en)

**For example:** a meeting takes place in Berlin and you depart from Brussels. Then you take the distance calculated by the website (Brussels to Berlin is 640km), and this one-way distance gives you the corresponding band to define the lump sum you are entitled to. In this case (640km) the amount for your return trip is 261.25 €.

### 3. Subsistence costs:

The Daily subsistence allowances (DSA) are paid in addition to costs for accommodation/travel. These differ according to the destination country, to cover the costs of meals and other incidental expenses (such as local travel).

For this event, **you will receive an allowance of 35.7 EUR** for incidental expenses.

<sup>1</sup> This is the one way distance between the departure and arrival point, corresponding to the amount for the return journey.