

Reimbursement rules and procedures agreed with DG CLIMA

The following **reimbursement rules**¹ have been agreed with the European Commission – Climate Action (DG CLIMA) for modellers who are eligible to attend meetings selected in Task 2:

1. Travel costs are reimbursable based on travel receipts submitted but not exceeding euro 400 per person for intra-region travel and euro 1,000 per person for inter-region travel.² Only economy/standard class tickets are reimbursable. To illustrate, if a London-Copenhagen-London economy airplane ticket costs euro 300, then euro 300 will be reimbursed; but if the cost is euro 550, then only euro 400 will be reimbursed.
2. Subsistence costs (to cover accommodation, local travel, incidental expenses) shall be reimbursed as follows:
 - a. For journeys of less than 200km (return trip) no subsistence allowance shall be payable
 - b. For journeys over 200 km, subsistence costs shall be reimbursed based on receipts submitted but not exceeding the current per diem rates as published in the European Commission guidelines available here: <https://ec.europa.eu/europeaid/sites/devco/files/perdiem-rate-20150318.pdf>
 - c. By default, the Commission will only reimburse expenses occurred the day before the start of the conference until the last day of the conference
 - d. Conference registration costs are reimbursable

The following **reimbursement procedure** has been set out for eligible participants:

- ICF identifies eligible participants for a particular event/ meeting.
- Eligible participants express their interest to receive such support by fulfilling an online expression of interest form, which will be circulated by ICF. As part of this expression of interest, potential participants have to submit an estimate of the expenses they expect to incur.
- The European Commission and ICF will inform, in writing, the participant selected to benefit from financial support to attend the selected meeting. For each selected meeting, only one modeller per research institute and/or organisation will be supported.
- After the conference the participant should submit a mission report to ICF containing the highlights of the conference. ICF will circulate a template that the participant will have to use as basis for his/her note. The participant should also share any relevant presentation material. ICF will use this information for reporting work to DG CLIMA. Funds will be reimbursed upon receipt of a completed mission report.
- After attendance at the meeting, the participant should fill in the [online reimbursement form](#) with bank details for the account payable and a breakdown of what the applicant is claiming. This must be submitted within two weeks after the end of the conference / event. Copies of all receipts for travel tickets and accommodation should be attached as a proof of expenses and /or attendance.
- ICF will process, check, authorise and pay invoices received having regard to the rules set out above.

¹ Notwithstanding these rules there may be exceptional cases in which case written agreement will be needed by DG CLIMA to confirm their intent to waive the rules.

² Intra-region denotes travel within a geographical region e.g. within Europe (e.g. from London to Vienna). Inter-region denotes travel between geographical region (e.g. from Brussels to New-York).