

TRAVEL AND ACCOMMODATION

CONSIDERED ELIGIBLE		INELIGIBLE	
Expenditure	Comments	Expenditure	Comments
Travel costs: bus tickets		Recoverable VAT	
Travel costs: train tickets		Costs related to fluctuation of foreign exchange currency	
Travel costs: flight tickets - economy class	For distances over 300 km.	Travel and accommodation of external experts and service providers	Eligible under <i>External expertise and services</i> .
Travel costs: flight ticket - first/business class	Eligible in exceptional cases. Please see applicable conditions.	Travel and accommodation cost of speakers and chairpersons of meetings, other than staff of the beneficiary	Eligible under <i>External expertise and services</i> .
Travel costs: other travel tickets for the use of public transport			
Travel costs: checked baggage	E.g. when travelling by plane or train.		
Travel costs: travel insurance			
Travel costs: car insurance			
Travel costs: fuel (private car)			
Travel costs: fuel (company car)			
Travel costs: car mileage (private car)			
Travel costs: car mileage (company car)			
Travel costs: toll			
Travel costs: parking fees			
Travel costs: taxi	Please see applicable conditions for when the cost of taxi is eligible.		
Costs of meals	Provided those are not covered by daily allowance or per-diem, or by the organizing body where the delegate attends.		
Accommodation			
Accommodation: city tax			
Accommodation: voucher for the use of Wifi in a hotel	For work related reasons.		
Visa			
Daily allowance	For RO applicants: in compliance with the applicable national regulations for public institutions. For any other bodies than public institutions, the maximum amounts allowed are the ceilings for public institutions multiplied by 2.5.		
Per diem	For HU applicants: In compliance with the applicable national regulations or in case of institution where national rules shall not apply in line with internal rules of the organization.		
Travel and accommodation in the event the journey is cancelled	Only in cases when the journey was cancelled due to unforeseen circumstances or an extraordinary event beyond the control of the beneficiary, e.g. illness, strike, volcanic eruption, or other force majeure.		
Services contracted by the beneficiary for arranging travel and accommodation of staff working on the project (e.g. travel agencies, car rental etc.)			