

## THE EUROPEAN LAW INSTITUTE (ELI)

REVISED ELI Reimbursement GUIDELINES  
of 3 September 2019 (as amended by Council Decision 2023/19 of 6 September 2023)

### Section 1: Expenses eligible for reimbursement

The following expenses are eligible for reimbursement by the ELI:

- (a) travel costs to and from meetings of the Council and its standing committees, the Executive Committee, the Senate and, subject to approval by the Executive Committee, other meetings or activities, not including the Membership Meeting, which are organised by the ELI or connected to its work, in particular relating to ELI projects;
- (b) accommodation on the night prior to and/or following any meeting or activity referred to under (a).

The maximum reimbursable amount for travel and accommodation costs as well as the number of nights covered may vary for events and meetings related to ELI projects. The ELI Secretariat will communicate that information to participants if applicable.

### Section 2: Travel costs

ELI strongly encourages the use of environmentally sustainable modes of transport, such as rail, where they constitute a viable alternative to travelling by air.

Travel costs will be reimbursed up to a reasonable amount, which does not include business or first class travel.

The reimbursement of tickets booked within one week of traveling, unless for a compelling reason, may be limited.

Return tickets for flights within Europe or any other travel costs which exceed EUR 450 will not be reimbursed without prior approval.

Taxi fares and parking fees will only be reimbursed if no reasonable alternative is available (eg by using public transport) and up to a maximum of EUR 40 for the whole trip.

Travelling by car is reimbursable at a flat rate of EUR 0.25 per kilometre.

### Section 3: Accommodation

Reasonable costs of hotel accommodation will be reimbursed up to a maximum of EUR 150 per night. If the ELI has reserved rooms in preparation for an event, alternative accommodation will only be reimbursed up to the amount fixed for those rooms.

#### **Section 4: Reimbursement claims**

Reimbursement claims must be submitted **within 30 days** of travel and include details and proof of all costs incurred. A complete reimbursement claim consisting of the following documents should be sent to the ELI Secretariat electronically:

- a) **A completed reimbursement form**, clearly indicating the amount claimed.
- b) **Details and proof of all eligible costs incurred**: an invoice or confirmation of payment from the service provider are required. Please note that the price, departure date and time and, in the case of travel by plane, the name of the passenger as well as flight number should be clearly visible. When travelling by train, the scan of a validated train ticket or an electronic ticket is needed. For reimbursement of taxi and parking fares, a scan of the receipt indicating the date of travel is required.

Claims in non-Euro currency will be converted on the day of processing the reimbursement claim. Any outstanding membership fees may be deducted from the amount which is reimbursed.

#### **Section 5: Cancellations**

Costs incurred due to cancellation may be (partially) reimbursed depending on the circumstances. Any such claims will be assessed on a case-by-case basis.

**Travel Reimbursement Form**

Please complete relevant fields and email travel reimbursement form along with supporting documents to the ELI Secretariat **within 30 days of travel**.

<b>FOR INTERNAL USE ONLY</b>
Invoice No:
Paid On:

**PERSONAL INFORMATION**

Name:	For banks in non-EU/EEA countries, please fill in the fields below:
City of Employment:	BIC:
IBAN:	Bank Name:
	Bank Address:

**EVENT**

Event Name(s):
Destination(s):

**EXPENSES:**

Description	Currency	Amount	Exchange Rate <sup>1</sup>	EUR
Total:			→	
Less any advance/reimbursement received from third parties:			→	
Total claimed:			→	

<sup>1</sup> Non-EUR denominated transactions will be converted by the ELI Secretariat using Inforeuro, the European Union’s currency converter, on the day of processing the claim.