



EONS Travel & Accommodation Policy

**Intended to apply to EONS Board members, EONS Team members
and all those whose travel, accommodation and ancillary costs are to be reimbursed by EONS**

Travel

All travel must be booked by the traveller using online services. Use of a travel agency would need to be pre-approved.

Travel must be booked as early as possible to obtain the cheapest price. *We also ask you to bear environmental considerations in mind when choosing your travel method and provider.*

Travel may be made by plane, train or bus. The traveller is required by this policy to take the cheapest direct route that allows them to meet their work / visit / meeting obligations.

Economy seats are required for journey travel times of up to 4 hours each way (i.e. in Europe). Over 4 hours' flight time, premium economy travel is permitted (i.e. inter-continental).

Board or Team members who collect frequent flyer points on trips will be entitled to use those points for private purposes.

Travel by car should be for local transport only (e.g. to/from airport). Unless pre-approved, it should be limited to 200km, each way. Any non-local transport by car must be pre-approved well in advance of the date of travel. Claims for car travel are to be made using local university or nationally published fiscally-approved reimbursement rates per mile/kilometre. Toll fees and parking will also be reimbursed.

Transfers between airports and train stations to the destinations should, whenever possible, be made using public transport connections i.e. hotel or airport shuttle bus, train, tram or bus. Taxi use should be limited to those times when public transport connections are problematic, the visit is of long duration necessitating heavy luggage, the traveller is unwell, the travel is outside of regular hours or when the schedule / time is pressing. Travel around a location during a trip should be by public transport wherever this is available.

Any exceptions to the guidelines in this Travel Policy must be discussed and receive pre-approval from the Project Lead, COO or President before any booking takes place.

Accommodation and subsistence

Accommodation should be reserved in single rooms (unless double rooms are the same cost and are preferred by the traveller) in 3- or 4-star hotels so as to allow convenient transit to/from the venue(s) to be visited.

A room upgrade, to accommodate a partner travelling with the Board or Team member, is allowed but the additional costs will be deducted from the reimbursement claims made. The claimant must provide evidence of the cost difference at the time of claiming.

Breakfast, lunch, dinner and refreshments (water, teas, etc.) known as 'subsistence' during the trip will be reimbursed at rates not exceeding the rates per country per day set out for subsistence in the attached document at pages 13 and 14:

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel_en.pdf

Wi-fi costs will also be reimbursed. Minibar, telephone, newspaper, bar bills, etc. will not be reimbursed.

The reference point for accommodation costs is also as set out country by country on pages 13 and 14 of the above linked document. Accommodation costing more than the reference costs set out there must be approved by the Project Lead, COO or President before any booking takes place.

Any exceptions to the above subsistence and accommodation limits must be discussed in advance and receive pre-approval from the Project Lead, COO or President.

Reimbursement

Travel and accommodation costs can, if wished, be reimbursed before the trip using the standard claim form accompanied by the relevant receipts.

All remaining costs should be claimed as soon as possible after the trip, and no later than one month after the trip, using the standard EONS expenses claim form, and always providing the relevant receipts.

Insurance

It is the responsibility of each Board and Team member, and anyone travelling for EONS who intends to claim his / her travel costs back from EONS to have suitable travel insurance in place before they travel, under which he / she can claim in the event of cancellation.

EONS will not reimburse flights not taken or hotel rooms not occupied; it is expected that the traveller will claim this on his / her travel insurance.

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