

EPRA Final conference on 04/12/2018

Financial guidelines and procedures

Rem.: The coordination of the EPRA is located in Fedasil, the Belgian federal agency for the reception of applicants for international protection. The payment will therefore be transiting via Fedasil's bank account.

Principles¹

- EPRA will reimburse the participant/participating organisation who received a personal invitation explicitly mentioning the possibility to be reimbursed after the conference according to the rules defined by AMIF and Fedasil.
- The participant/participating organisation has to pre-finance all his/her expenses in relation to the EPRA Final conference. EPRA will not pay any advance.
- EPRA will reimburse travel expenses (flights, train, etc.) on the basis of actual costs:
 - These costs need to be justified by invoice and e-ticket (if e-ticket not available: boarding passes for outbound as well as inbound journey).
 - Only the cheapest form of transport will be reimbursed (2nd class for public transport or economy class for air travel). The travel expenses must be reasonable and comply with the principles of sound financial management, in particular, value for money and cost effectiveness.
 - Air travel will only be reimbursed if the distance of the outward-and return journey is 800km or more, unless justified and motivated by the destination conditions.
 - If other means of transport are used (e.g. car) the expenses will be reimbursed exceptionally and with prior approval of Fedasil according to current Fedasil regulations (to be communicated when demand is submitted).
- EPRA will give the participants a per diem to cover the other expenses (accommodation, local transport, etc.).
 - This subsistence allowance covers accommodation, transport and subsistence costs incurred by participants during the 1 day conference (= 1 per diem). The duration of the (return) travel is fixed at one day regardless of the actual total travelling time (1 or 2 days only travel = 1 per diem)
 - The current per diem rate applicable in Brussels is €232, as determined by the EU regulation on subsistence allowances.
- All reimbursements will be made to the partner organization, never to the participant directly.
- When receiving the reimbursement from EPRA, the partner organisation has to pay the amount of the per diem which covers the subsistence costs to the participant, increased with the amount that covers the hotel costs, if these are paid by the participant. The partner is required to keep the related proof of payment at the disposal of EPRA.

¹ According to the Belgian Royal Decree laying down the prescriptions concerning the eligibility of the expenses of the projects financed by the AMIF and ISF.

Procedures

Before the conference

- The participant receives a personal invitation.
- The participant fills in the online **registration form**. The link to this form can be found in the invitation.
- **The participants have to book their travel arrangements and hotel by themselves**; this can be done immediately after registering one's participation. No invitation letter will be sent to the participants.

During the conference

- The participant signs an attendance sheet, which will be used to verify the attendance and justify the reimbursement of the per diems.
- The participant has to **keep all boarding passes/transport vouchers** during the mission, as they have to be included in the reimbursement claim after the mission (copies).

After the conference

- The partner organisation sends, **within 30 days after the conference**, the "Reimbursement Form" (**to be sent to all participants after the conference**) with all the supporting/required documents (copies of the invoices, e-ticket travel costs, boarding passes) to Fedasil. The documents can be sent by email to Ms. Dorien Luyten (dorien.luyten@fedasil.be) and to epra@fedasil.be
- All costs in other currencies than EUR need to be recalculated to EUR, by using the website www.oanda.com
 - Make sure you use the exchange rate valid on the day of purchase.
 - Please provide us with a digital copy (pdf) of the calculation that we will need to submit the costs to the AMIF.
- Fedasil checks the reimbursement form, the supporting documents and the attendance sheet. If all documents meet the requirements, reimbursement will be done within 45 days after reception of the reimbursement form.