

Unit Costs Policy on Travels, Accommodation and Subsistence

Introduction

The EC Decision - A new 'Unit Costs Policy on Travels, Accommodation and Subsistence' has been put in place by ETUI over the last year following the *EC Decision C(2021) 35 of 12.1.2021 and its amendment*.

How ETUI applies the EC decision - The way ETUI is applying the EC Unit Cost Policy is strictly related to the way ETUI is structured and organised. This implementation significantly affects ETUI financially, especially considering that the Institute relies heavily on EU funding and doesn't have the financial resources to cover the losses incurred by this policy. Nonetheless, ETUI remains committed to its mission of organising events and activities to meet the needs and requests of its target groups to the best of its ability.













ETUI Reimbursement Policy for 'Participants'

If you take part in one of the activities organised by ETUI and you benefit from the activities organised by ETUI without providing specific services to the Institute, you are a **'Participant'**.

You are entitled to be reimbursed if you come **Member States** of the European Union and **Candidate countries**. The reimbursement of a participant coming from **other countries** might be approved by ETUI under exceptional circumstances.

You are entitled to be reimbursed for the costs borne during the **duration of the event**, according to the present reimbursement policy.

Participants are reimbursed for accommodation, meals and travel costs up to the ceiling of EU **'Unit Costs'**. If these costs are lower than the correspondent unit cost amount, only the actual costs spent will be reimbursed. Local travels are also reimbursed based on actual cost, up to the unit cost of the associated main travel. For instance: if a participant travels by plane (main travel of 500 km) and then takes a bus to the hotel (associated travel), the cost of the bus is fully reimbursed only if the total cost of flight plus bus is within the correspondent unit cost of the flight (245 EUR). Taxi is not reimbursed with the exception of cases (a late or early flights with no public transport available to go home/to the hotel).

					
Accommodation	Meals	Travels	Local travels	Taxi	Extras*
					
Participants	'Unit Cost'	'Unit Cost'	'Unit Cost'	up to the unit cost of the associated main travel 'Actual Cost'	Nope!
					Nope!

*Extras - parking fees, telephone charges, minibar expenses, extra nights, additional lunches and dinners, supplement for double rooms, supplements for half/full board, luggage costs, fees for choice of seating on planes, travel insurance

Unit Cost ceilings for Accommodation and Subsistence

Unit Cost for accommodation covers an overnight stay per night and represents the **ceiling amount** for the hotel costs/night.

Unit Cost for subsistence (DSA) covers exclusively meals-related costs and represents the **ceiling amount** for meal costs/day.

The amount of the Unit Costs depends on **the country** where the event (meeting, workshop, conference, training, etc.) takes place.

The amount of the specific Unit Cost is communicated by the Administrative Assistant to the participants during the organisation of the travel for the event.

- If participants arrive the day before the event and a dinner is organised, then the participant must sign the 'List of Presences' which will be circulated during the dinner or the day after.
- If a participant who registered to the event finally does not attend to that event (**'No show'**), he/she cannot be reimbursed of any cost (including travels) she/he might have borne. If these costs were pre-paid by ETUI, the participant/organisation will be requested to reimburse ETUI. *Force majeure* cases (illness, including COVID, accident, etc.) will be considered case by case by the EC at reporting stage.

Unit Cost ceilings for Travels

Travel expenses are reimbursed based on **unit costs related to the distance travelled**, which corresponds to the **one-way distance** between the starting point ('place of employment') and the end point ('place of destination'). The distance must be calculated using either the 'Rail calculator' or the 'Flight calculator' available on the EC website ([Calculate unit costs for eligible travel costs \(europa.eu\)](https://ec.europa.eu/economy_finance/calculator)). The related **unit cost covers** the expenses for the **return trip**.

Travels between 50 and 399 km

Within one country

How can I travel?

- Land travel (train, bus, car) will be required: you can use train, bus or car.

Where can I travel?

- In European Union or from/to outside the European Union.

What is my Unit Cost?

- The Unit Cost is related with the country or countries involved (see tables)
- If you travel in a country not mentioned in these tables, your Unit Cost is **196 EUR**

Country	Amount in EUR Per Return Trip
AT	60
BE	46
BG	12
CZ	20
DE	64
DK	76
EE	16
EL	36

Country	Amount in EUR Per Return Trip
ES	52
FI	36
FR	64
HR	36
HU	28
IE	36
IT	52
LT	20

Country	Amount in EUR Per Return Trip
LV	16
NL	49
PL	20
PT	40
RO	16
SE	56
SI	27
SK	20

Between two countries

MS	AT	BE	BG	CZ	DE	DK	EE	EL	ES	FI	FR	HR	HU	IE	IT	LT	LU	LV	NL	PL	PT	RO	SE	SI	SK
AT				58	65						64	58	58		58					58		58		58	58
BE					82						82						50		82						
BG								37				36	26									17			
CZ	58				65						64	36	26							20		19		37	21
DE	65	82			65	76					82	65			65	82			65	65				65	
DK					76															76			76		
EE																22		22							
EL			37																						
ES											82										54				
FI																							55		
FR	64	82			64	82			82						82	82			82						
HR	58			36	36	65							36									36		37	
HU	58			26	26							36			50					26		26		37	26
IE																									
IT	58				65						82	50	50											50	
LT								21.5											19		20				
LU			50		82						82									82					
LV								21.5								19					20				
NL		82			65	76					82					82									
PL	58				20	65							26			20						20			21
PT									53																
RO	58			17	19							36	26								20				21
SE								76			54.7														
SI	58				37	65						37	37		50										37
SK	58				21								26								21	21		37	

 No connection below 400 km
 "normal" train connection
 High speed train

Travels above 400 km

How can I travel?

- By land (train, bus, car), by air or combination of both

Where can I travel?


- In European Union or from/to outside the European Union.

What is my Unit Cost?


- The Unit Cost is calculated based on the distance travelled and whether it falls within specific distance bands, as detailed in the table below
- The Unit Cost covers the return trip.

Distance band (in km)	Unit Cost per return trip (EUR)
400-600	245
601-800	261
801-1200	276
1201-1600	288
1601-2000	369
2001-2500	429
2501-3500	541
3501-4500	659
4501-6000	796
6001-7500	900
7501-10000	1201
10001-Max	1376


DO NOT FORGET TO:


 **Sign the ‘List of presence’** every day of your stay for the event you attend. This will also serve as proof that you actually take part to the event and that therefore you are entitled to be reimbursed.


 **If you borne any travel, accommodation or subsistence cost** before and during the duration of the event, please **complete accurately and in every part the Reimbursement Form** which you will receive after the event.

 **Submit to ETUI the following documents** in their original form (e-boarding passes can be sent by email as PDF). The eligible costs will be reimbursed to your bank account only after the following documents have been received by ETUI:


 The signed Reimbursement Form


 The travel justification document, which varies depending on the mode of travel (boarding passes, including e-boarding passes, e-tickets, or a signed statement for car travel)

 Hotel invoice/receipt (not reservation request) for accommodation costs

 Restaurant and bars invoice/receipts for meals costs

Please note that failure to provide these documents will result in ETUI being unable to reimburse the costs borne.

 Always **retain proofs** of your travel, accommodation and subsistence expenses for ex-post auditing by the European Commission.

 **If ETUI is organising your stay** for the event, please inform immediately the Administrative Assistant if you cannot participate anymore to the event. If you do not inform the Administrative Assistant on timely manner your absence will appear as a **‘No-Show’** and all the costs borne by the ETUI for your participation to the event will be billed to you.



If you still have any doubt or question on the new policy on Unit Cost, please do not hesitate to contact your Administrative Assistant who will provide you with all the necessary information.