

## **Guidelines regarding the reimbursement of travel costs**

Please always provide the **original invoices/receipts**. No copies, scans or pictures will be accepted. If you have any question, please contact Arnaud Roi ([arnaud.roi@dariah.eu](mailto:arnaud.roi@dariah.eu)).

If your travel documents are in another language than English, German or French, please provide a short translation of them.

### **Travel**

DARIAH only reimburses travels in economy or second class. No taxi/Uber(or any private taxi) will be reimbursed (except in some specific situations: very early/late departure or arrival, disability, etc.).

Travel costs will be reimbursed upon presentation of the following original documents:

- Train or plane tickets (economy class / 2<sup>nd</sup> class)
- Any invoice/receipt/confirmation displaying the price of the fare
- In case of flights, please provide the boarding passes. If you use electronic boarding passes, please try to make a screenshot.
- Tickets for public transports and, if available, the associated receipt/invoice

Please be aware that

- a booking confirmation is not an invoice. Please ask your travel platform/flight company directly for an invoice (preferably with VAT). If for a reason or another, you are not able to provide an invoice, you have to provide the boarding passes
- a credit card receipt is not a ticket. We won't reimburse any fare based solely on a credit card receipt.

### **Accommodation**

DARIAH can reimburse all sorts of accommodation: hotel, B&B, Airbnb and other service providers on the condition that the host is able to provide an invoice/confirmation of payment. DARIAH reimburses up to 120€ per night, and 150€ for capital cities.

Any fees for drinks, telephone or other items appearing on the invoice of the hotel (except for your breakfast and the stay tax) will not be covered by DARIAH. Please note that DARIAH will not cover any travel or accommodation costs of accompanying persons (for example a second breakfast).

Please be aware that

- a booking confirmation is not an invoice. Especially if you booked your accommodation on a platform like booking.com, always ask the hotel for an invoice when you check out.
- The invoice of your accommodation should be addressed directly to you. So please use your personal address not DARIAH's.

## Meals

Meals (lunch and dinner) are covered on a 15,25€ per diem basis for each meal. If the lunch and/or dinner is provided by the event, you can't claim a per diem for those meals. You don't have to keep and send us the receipt of your lunch/dinner, we fixed a price of 15,25€ pro meal, irrespective of its actual cost.

## Traveling in a country outside the Eurozone

There are two possibilities for reimbursing your expenditures paid in a non-euro currency:

- a) They will be reimbursed according to the euro foreign exchange reference rate (calculated by the European central bank) on the date of payment. Just indicate the price and the currency in the travel claim form under "invoice/receipt description", we will then make the calculation for you.
- b) – only if you have an account in the Eurozone – Your expenditures will be reimbursed based on your bank statement, given that the purpose and the amount of the payment is clearly stated on your bank statement.

## Reimbursement procedure

After your travel, please fill up the travel claim form (excel sheet titled "DARIAH-travel-claim-form\_blank"), **sign it**, and send it with all your traveling documents (including an invitation/program if available) to the following address:

*DARIAH-EU coordination office  
Arnaud Roi  
c/o Centre Marc Bloch e.V.  
Friedrichstraße 191  
10117 Berlin  
Germany*

**Important:** if your bank account is not in a European country (i.e. you can't provide an IBAN and a BIC), please send us all relevant information needed to transfer the amount claimed.

## Data protection

By submitting the travel claim form to DARIAH ERIC, you are claiming the reimbursement of your travel and accommodation.

In order to assess your query and, if accepted, proceed to the reimbursement of your travel and accommodation costs, you will have to provide the following information: **your name (first and last name), your personal address and your bank details.**

The data you provide will only be used to reimburse your travel and accommodation costs and will be stored on the personal computer of our Secretary General, on the iCloud storage space of the Secretary General and on paper. The data will be stored for 10 years (legal period under French law). The data will be communicated to the accounting firm Expertens ([www.expertens.fr](http://www.expertens.fr)) and to the auditor firm Solsequia finance ([www.expert-comptable-versailles.fr/index.php/contact](http://www.expert-comptable-versailles.fr/index.php/contact)) for financial and legal reasons.

You have the right to access, change or delete your personal data at any time. If you agree to the use of your data for one or all of our services, you always have the right to withdraw your agreement at any time. For that matter, please do not hesitate to contact us directly at [arnaud.roi@dariah.eu](mailto:arnaud.roi@dariah.eu) or by postal mail:

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