

Guidelines for the reimbursement of travel costs at DARIAH ERIC from 01.04.2023

The purpose of this document is to inform you about the terms and conditions for the reimbursement of a business trip covered by DARIAH ERIC. Please read it carefully before planning your trip. We've tried to make it as clear as possible, but **if you have any question, please contact Arnaud Roi (arnaud.roi@dariah.eu)**.

Although travel is essential to connect individuals and ideas, the transport sector causes substantial negative impacts on the environment. DARIAH is therefore committed, at its own level, to contributing to good practices in business travel: If your travel is necessary, we invite you to consider travelling by train rather than by plane (wherever possible), use public transportation and choose an environmentally friendly accommodation.

REIMBURSEMENT PROCEDURE

Your travel expenses will be reimbursed only upon presentation of related invoices/receipts. It is therefore essential that you keep all relevant travel documents. **See sections TRAVEL, ACCOMODATION and FOOD & DRINK below for more information about on the type of expenses that can be reimbursed and the documents that need to be provided.**

After your travel, please

1. fill in the [travel claim form](#), **date it, sign it**
2. Justify each expense with a document. Born-digital documents can be sent directly by email to DARIAH's coordination office (arnaud.roi@dariah.eu). **However, please always provide the original invoices/receipts for physical travel documents. No copies, scans or pictures will be accepted!** Moreover, **if your travel documents are in another language than English, German or French, please provide a short translation of them.**
3. Send the travel claim form as well as the physical travel documents to the following address:

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

TRAVEL

For the sake of our planet, you are strongly encouraged to use rail rather than air travel, whenever possible. We reimburse first-class ticket for journeys longer than 5 hours!

Train

If the journey is shorter than 5 hours, DARIAH will reimburse a second-class ticket.

For journeys of more than 5 hours, DARIAH will reimburse a first-class ticket as part of its incentive policy to encourage rail over air travel.

Flight

DARIAH only reimburses air travel in economy class for all flights of less than eight hours duration. Business Class may be booked for flights of more than eight hours duration or if there are exceptional circumstances. However, all Business Class flights must be expressly authorized in advance by one of DARIAH directors and booked at least 6 weeks prior to the date of departure. A copy of such approval should always be attached to expense claims. No retrospective approval will be given.

Local transportation

Travelers are invited to use public transport (train, subway, tram, bus) whenever possible. Or alternatively rent a bike.

No taxi/Uber(or any private taxi) will be reimbursed, except in some exceptional circumstances:

- Shortage of public transport (e.g. strike, accident, etc.)
- Early departure or late arrival
- Medical condition (e.g. mobility problems, impairment, etc.)
- Exceptional authorization from DARIAH's management

If you have a doubt or a question, don't hesitate to contact DARIAH's coordination office.

Private car

We do not wish to encourage the use of private cars, but we are aware that some people with poor or no public transport connections have to use their cars to get to the airport or railway station. In this case, we will reimburse the associated parking costs.

If you absolutely must use your car, please contact DARIAH's coordination office to find out about reimbursement procedures and rates.

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

- Any tickets/invoice/receipt displaying the price of the fare.
- In case of flights, please provide the boarding passes. If you use electronic boarding passes, please make a screenshot.
- Tickets for public transports and the associated receipt/invoice if the price is not displayed on the ticket.

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 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.

ACCOMODATION

Favour accommodations that aim to reduce their environmental impact by employing sustainable best practices in maintenance, services, and supply chains (e.g. [EU Ecolabel](#), etc.)

DARIAH can reimburse all sorts of accommodation: hotel, guest house, Airbnb and other service providers on the condition that the host is able to provide an invoice. **DARIAH reimburses up to 130€ per night.** We are aware that the cost of accommodation in certain countries or cities is particularly high. If you need to travel to one of these countries/cities, please contact, prior to your trip, DARIAH's coordination office (arnaud.roi@dariah.eu) to find a solution.

Any fees for drinks, pay TV or other items appearing on the invoice of the hotel (apart from breakfast or local 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.

FOOD AND DRINK

DARIAH can cover food and drink expenses (e.g. restaurant, bakery, coffee, supermarket, etc.) **up to a maximum of 37€ per day, pro rata temporis.** Indeed, if you only travel in the morning (until 12:00) or afternoon (after 14:00) you can only be reimbursed a maximum of 18.5€. **Expenses will only be reimbursed upon submission of receipts/invoices.** So, please make sure to keep all the receipts/invoices related to food and beverages.

In case of group lunch/dinner, where the restaurant is not able to provide a receipt for each participant, please provide a credit card receipt and a picture of the global invoice.

In the travel claim form, please provide the total expense per day, the amount to which you are entitled will be calculated automatically.

ADDITIONAL INFORMATION

[Traveling in a country outside the Eurozone](#)

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

- A. Reimbursement will be made according to the [Euro foreign exchange reference rates](#) set up 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 to a bank outside the Eurozone](#)

If your bank account is outside the Eurozone, please note that we are unable to make payments in currencies other than the Euro, so there may be a difference between the amount spent and the amount reimbursed, depending on exchange rates and bank charges.

If your bank is not using the IBAN + BIC/SWIFT system, 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 OwnCloud storage space (provided by the GWDG) 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) and to the auditor firm Solsequia finance (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 or by postal mail:

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