

European Capital of Democracy

Reimbursement rules of travel expenditures and allowances

These rules provide a guideline for the reimbursement of expenses for activities related to the European Capital of Democracy. As a general rule, the most economical means of travelling and the most direct journey have to be chosen. As we aim to keep our environmental footprint low, we encourage our attendees to choose travel by train or other public transport wherever feasible.

Please note that we cover costs for economy class only (rail and flights). Transfer costs from and to the airport and or railway station will be covered. Taxi fares shall not be reimbursed unless pre agreed in written form.

ECoD will book travel tickets for participants/Experts' Jury/team members etc. To enable timely booking, everyone is required to inform us of their travel preferences and any constraints in advance, including preferred travel times, departure and arrival locations, and any other essential requirements that could affect the booking. Please note that changes after purchase may be limited and may lead to additional costs.

Guidelines for means of transport:

A. For distances of less than 400 km rail distance per direction: Train or bus travel (2nd class unless pre agreed otherwise in written form).

B. Travel by private car shall be reimbursed at the current rate of EUR 0.50 per km.

C. For distances of more than 400 km: Economy class air travel.

Allowances for members of the Experts' Jury:

A full daily allowance will be paid to members of the Experts' Jury residing over 100 kilometres from the city where the event, meeting or visit is organised. The daily allowance paid for each full day of the meeting is a flat rate to cover all expenditure at the place where the meeting or visit is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.). If the place of departure is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%. Half a per diem shall be due when an accommodation allowance is granted in case an Experts' Jury member has to spend a night at the place of the meeting due to an incompatible travel schedule. Please find allowances on the next page.

Please note that ECoD does not automatically provide travel, accident and civil liability insurance. Insurance costs may be covered depending on the amount, but this must be communicated before any booking or purchase and agreed in writing in advance. Insurance purchased without prior written approval will not be reimbursed.

In case you require a visa in order to participate in an event and need support regarding the provision of documents (e.g. an invitation letter), please let us know at least two weeks before your visa appointment. You are required to make an appointment at the embassy in good time (please keep in mind that it might take four weeks or more to approve a visa).

We will refund your costs after the event via bank transfer as soon as we receive your bill of expenses and the corresponding invoices in original (see Reimbursement Form). If you have any further questions or requests regarding your travel arrangements, please don't hesitate to contact us.

The rates for the daily and accommodation allowances are those valid at the moment of your business trip:

	Group A	Group B	Group C
	Albania, Andorra, Armenia, Azerbaijan, Bulgaria, Croatia, Czech Republic, Georgia, Hungary, Moldova, North Macedonia, Romania, Russia, Serbia, Slovakia, Turkey, Ukraine, Kosovo	Austria, Bosnia and Herzegovina, Cyprus, Estonia, Germany, Greece, Latvia, Lithuania, Malta, Montenegro, Poland, Portugal, San Marino, Slovenia, Spain	Belgium, Denmark, Finland, France, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Monaco, Netherlands, Norway, Sweden, Switzerland, United Kingdom
Daily allowance	EUR 67	EUR 83	EUR 109
Accommodation	EUR 121	EUR 121	EUR 166

Contact details:

For all bookings: Lea Franzky

Email: laf@capitalofdemocracy.eu

For ECN bookings: Adela King

Email: ak@capitalofdemocracy.eu

ECoD gemeinnützige GmbH
Ungargasse 59-61 / Top 302
1030 Vienna
Austria