

Terms of travel costs reimbursement within the “Lodzkie of Energy” project co-financed by the European Union within the European Regional Development Fund

Congress participants have the possibility of Congress travel costs reimbursement in accordance with the applicable eligibility rules of expenditures under the Regional Operational Programme and the project budget.

§1. General Information

1. Participants of the Congress are entitled to reimbursement of travel costs to Lodz. Refund of travel costs is intended for participants from abroad, and in case of availability of funds, it is possible to finance the reimbursement of travel costs for visitors from Poland (outside of Lodz voivodeship).
2. Reimbursement of travel costs cannot exceed the amount allocated to one participant in the project budget which is 3 000,00 PLN.
3. Reimbursement of travel expenses will be paid from the funds allocated for this purpose in the project budget.
Reimbursement of travel costs for the Congress may be obtained on the basis of fulfilled reimbursement claim form (<http://www.lodzkieenergetyczne.pl/en/cost-reimbursment/>) delivered to the Project Office along with required attachments.
4. Participant must provide above mentioned documents till 21.06.2015 to have the travel expenses reimbursed.
5. Reimbursement of travel costs for the Congress is made by bank transfer at the account of participant within 30 days, counting from the last day of the Congress.
6. R&IC Pro-Academia reserves the right to withhold the payments unless there will not be available financial resources on project bank account (in this case, reimbursement will be made promptly, upon receipt of funds from the Intermediate Body).

§ 2. Procedure for costs reimbursement

1. Refundable means of transport: railway, plane, bus – economy class, as well as private cars.
2. Payment will be made on the basis of:
 - a. fulfilled reimbursement claim form,
 - b. documents provided the Project Office Staff:
 - Ticket(s) confirming the use of means of public transport (round trip) with appropriate dates (ranging from 07.06.2015 to 11.06.2015) and invoices/receipts confirming purchase of tickets:
 - Calculation of travel cost by car (containing information regarding: driving route, cost, brand and registration number of the car, engine capacity) and the invoice(s) for the purchase of fuel, according to the timesheets at the "Lodzkie of Energy" Congress.

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§ 4 Final Provisions

1. Confirmation of the travel costs reimbursement transfer will be the bank statements form Project Contractor, presented at the request of the participant.
2. The amount of reimbursement of travel costs will be recorded by Participant in the Statement of Travel Expenses.
3. Documentation related to the records of travel costs will be kept at the Office of the "Lodzkie of Energy" Congress, in accordance with the security policy at the R&IC Pro-Academia.

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