

Request for Reimbursement of Costs

Please read the attached guidelines before completing this form.

NAME OF PERSON MAKING CLAIM:	
NAME OF MEMBER (IF DIFFERENT FROM ABOVE):	
MEMBERSHIP NUMBER:	
ADDRESS:	
SUMMARY OF CLAIM: (SPECIFY DETAILS ON PAGE 2)	TRAVEL COSTS (€): OTHER COSTS (€): TOTAL COSTS (€):

Please submit receipts in a form that makes scanning easy (e.g. by pasting them to an A4 sheet of paper). DO NOT USE STAPLES: they scratch the scanner and damage the sheet feeder.

Please print on one side of the page only; scanning double-sided pages takes much longer.

Certification: I hereby confirm that the costs detailed above are a true and accurate account of legitimate expenses incurred by the above-named person. I attached supporting evidence of these expenses.

Name of Member: _____

Signature: _____

Date: _____

URL OF CONTRIBUTED COGNITION BRIEFING:

Applicable when costs were incurred attending an official euCognition workshop;
see www.eucognition.org/official_events.htm for details.

For Office Use Only

Transaction Number:

Date of receipt of request:

Date of reimbursement:

Signed:

Travel Costs

EVENT FOR WHICH COSTS ARE CLAIMED:	
DATE OF DEPARTURE:	DATE OF RETURN:
PLACE OF ORIGIN:	DESTINATION:
TRANSPORTATION COSTS (ATTACH ORIGINAL TICKETS, BOARDING PASSES, RECEIPTS, <i>ETC.</i>): <i>PLEASE READ GUIDELINES</i>	
SUBSISTENCE COSTS: <i>PLEASE READ GUIDELINES</i>	
TOTAL TRAVEL COSTS CLAIMED (€):	

Other Allowable Costs

DETAILS OF COST CLAIMED (ATTACH ORIGINAL INVOICES, RECEIPTS, <i>ETC.</i>):
TOTAL OTHER ALLOWABLE COSTS CLAIMED (€):

After completing this form, please send it with all supporting documentation, properly affixed (**no staples**) to separate sheets of A4 paper, to:

euCognition
LIRA-Lab, DIST
University of Genoa
Viale Causa 13
16145 Genoa
Italy

Guidelines for Submitting a Request for Reimbursement of Costs

1. Currency

All costs will be reimbursed in euro and all claims must be in euro. The relevant exchange rate must be shown where appropriate. You should use the exchange rate for the day the costs were incurred. Official euro exchange rates for any given date can be found in the Official Journal of the European Union (see the first item in the 'C-Information and notices' series).

<http://europa.eu.int/eur-lex/lex/JOIndex.do?ihmlang=en>

Exchange rates are published daily by the ECB:

<http://www.ecb.int/stats/exchange/eurofxref/html/index.en.html>

2. Eligible Costs

This form is to be used only for reimbursement of travel and other allowable costs. It is not to be used for labour costs which can only be reimbursed to contractors by completing an annual Financial Statement (Form C), and to sub-contractors by submitting an invoice for services.

No costs will be reimbursed unless the member has completed, signed, and submitted the Membership Agreement. Costs incurred before membership comes into force are not eligible for reimbursement.

Unless specified otherwise by the Network Coordinator, all costs must have prior written approval.

With the exception of subsistence costs, all claims must be supported by documentary evidence that cost was actually incurred, *e.g. original receipts, original paid invoices, etc.* As a general rule: no receipt, no reimbursement. Copies will only be accepted in exceptional circumstances. In these cases, a written explanation of the need to submit copies should be attached to the claim.

3. Procedure for Claiming Travel and Other Allowable Costs

Travel and other allowable costs may be claimed by completing this claim form. All claims must be accompanied by appropriate supporting documentation (original receipts, paid invoices, *etc.*).

Please submit receipts in a form that makes scanning easy (*e.g.* by pasting them to an A4 sheet of paper). DO NOT USE STAPLES.

3.1 Travels Costs

Travel costs relate to transportation and subsistence¹ expenses incurred in connection with a euCognition-related trip, such as attendance at the six-monthly network meeting, visiting a member site as part of a Network Action, or attending an euCognition workshop. In this respect, the following guidelines apply:

- The maximum cost per trip per member is €1000 (to include all travel and subsistence; additional funding may be made available in exceptional circumstances subject to prior written approval).
- The maximum allowable subsistence rate per day is the same as the normal Commission allowance of €150 per day and subject to the same rules (see below).

Notes on Transportation Costs

Actual transportation costs between the member's usual place of work and the meeting place may be claimed, on production of supporting documents, subject to the following conditions:

- For journeys by air, the amount claimed should not exceed the economy class fare and the cheapest price (APEX, PEX, or "excursion") must be sought.
- Where a journey is undertaken by car, the amount accepted shall equal the price of a standard class train ticket (including compulsory travel supplements) for the journey.

Stubs of your boarding passes must be included with the claim.

¹ Subsistence includes both accommodation and meals.

Notes on Subsistence

A daily subsistence allowance may be claimed, depending on the duration of the trip, as follows:

- 1 day trip, destination < 50km from place of origin: €75.
- 1 day trip, destination > 50km from place of origin: €150.
- 2 day trip (*i.e.* one overnight stay): €150.
- Each additional day / overnight stay: €150.

For example, a member departing Paris for Nice on 21/3/06, returning Paris 23/3/06, would be eligible for a subsistence allowance of €300.

3.2 Other Allowable Costs

Other allowable costs include, for example:

- Costs relating to the preparation and publication of material for dissemination;
- Cost of organizing meetings (excluding personnel costs and travel costs).

In case of doubt, please consult the Network Coordinator, email: coordinator@eucognition.org.