

## Annual Conference 2017: expenses

This document explains the Erasmus+ UK National Agency's policy for reimbursing expenses for the Annual Conference in London on 11 October 2017. **Please read this policy carefully, in particular point 3. regarding prior approvals.**

### 1. Can I claim for expenses?

- We can only provide support when your project or organisation is unable to cover your costs. Any claim you submit will be subject to approval by the Erasmus+ UK National Agency before a payment can be made and there are certain limitations in what you can claim for.

### 2. Conditions for making a claim

- All claims **must** be supported by receipts. These can either be original documents, scans or photocopies. We recommend that you or your organisation keep copies of receipts until your claim is paid. Expenditure without a receipt will not be reimbursed.
- Claims should be submitted within 28 days from the date of the event. Claims submitted after this date will not be processed.

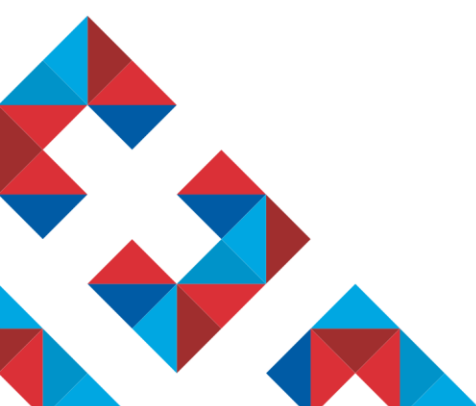
### 3. Prior approval

- If you anticipate your costs will exceed the limits detailed in point 4 below, and intend to submit a claim for this, **you will need to contact us in advance for prior approval** via email at [eplusevents@ecorys.com](mailto:eplusevents@ecorys.com) with the subject 'Expenses approval'.
- Please note that seeking approval does **not** automatically guarantee that all costs will be covered.

### 4. What can be claimed

- Travel costs up to **£100 per person** for standard class rail, bus or air travel.

*Continues overleaf*



## 5. What **cannot** be reimbursed

- Booking or credit card fees
- Travel by car
- Mileage from home or workplace to public transport departure point (e.g. station or airport)
- Taxi journeys
- Parking charges
- Accommodation
- Subsistence
- Any other incidental costs

## 6. Specific needs

- If you need to travel by car due to **specific needs**, please contact us for prior approval as explained in point 3 above. If your claim is approved, mileage will be paid at 40p per mile only up to the estimated cost of the same journey by public transport. When providing details of your journey we recommend using a tool such as Google Maps to calculate the distance.
- If you need to take a taxi due to **specific needs**, please contact us for prior approval as explained in point 3 above.

## 7. How do I submit a claim?

- Delegates will receive an invoice template by email after the event.
- Complete the event invoice template including details of cost breakdown.
- Include originals, scans or photocopies of all travel tickets and other relevant documents.  
Submit your claim within 28 days from the date of the event via email to [eplusevents@ecorys.com](mailto:eplusevents@ecorys.com) with the subject 'Expenses claim'.

*or via post to:*

FAO Erasmus+ events, Erasmus+ UK National Agency, Ecorys UK, Quay Place,  
92-93 Edward Street, Birmingham B1 2RA

- Please use **one** communication method only when submitting your claim.
- When we receive your claim we will send an email to acknowledge this.
- Please note: we aim to process claims as soon as possible, however payments can take up to three months. Thank you in advance for your cooperation.