



## MANUAL FOR THE REIMBURSEMENT OF EXPENSES

### **GENDERACTION, reg. n. 741466**

The Inviting Party undertakes to cover per diems based on the framework of EC-funded external aid contracts and in case of missions requiring an overnight stay away from the base of operations up to the maximum amount of EUR detailed hereunder specified by destination, in the ratio of time spent at the event.

The per diems cover accommodation, meals, local transport within the place of the event and sundry expenses.

#### Accommodation

The Expert / Invited party is entitled to arrange accommodation in a maximum 4-star hotel up to 60% of the per diems maximum amount per night including breakfast or 50% of the per diems maximum amount if a breakfast is not included. A proper invoice is required. Please note that for example an airbnb invoice does not contain the proper formalities of the Czech tax document and can not be reimbursed. *(Supporting documentation needed: hotel invoices, receipts.)*

#### Meal allowances

Meal allowances are covered up to 20% of the per diems maximum amount per day (breakfast, lunch, diner) in the ratio of necessary time spent at the event. Meal allowances shall be reduced by 25% per each meal provided. Alcoholic beverages shall not be refunded. *(Supporting documentation needed: hotel invoice indicating whether or not breakfast was provided, completed Expense Claim Form declaring whether any meal was provided.)*



### Travel expenses

The Invited Party / Expert shall make their own travel arrangements. The length of the stay shall cover only the time necessary for the participation in the event. The necessary length of the stay is considered as “n + 1” days, where “n” is equal to the number of days the event lasts. A length of more than n+1 days is subject to approval by the Inviting Party.

The Invited Party / Expert shall be reimbursed for the actual travel costs based on an invoice. The economy class for airfare and 2nd class for train transport shall be eligible. Local transport will be refunded in an actual amount spent; taxi fares will be covered only in case of travel before 7 AM and after 10 PM. *(Supporting documentation needed: airline/travel agent invoices/receipts, train tickets, bus tickets, taxi receipts.)*

### Healthcare and insurance

Healthcare-related expenditures and insurance coverage are not included among the eligible expenditures covered.

### Foreign Currency Transactions

All costs and allowances shall be remitted in Euro even if they are reported in a foreign currency. The conversion to Euro will be done in compliance with the relevant internal directive of the Inviting Party.

### Duties of the Invited Party / Expert

The Invited Party / Expert undertakes to send the original receipts in question and the completed and signed Expense Claim Form no later than 10 (ten) days after the event. Should this deadline not be met, the Invited Party / Expert waives the coverage of costs. The Invited Party / Expert confirms in the Expense Claim Form that the costs related to the participation in the event are not covered by any other entity.



### Duties of the Inviting Party

The Inviting Party shall remit the amount to the above-mentioned account of the Invited Party within 10 (ten) days after receiving any and all receipts, scanned and in hard copy, related to the event and completed and signed the Expense Claim Form.

### Current per diem rates

<b>EU Member States</b>	<b>€</b>
Austria	225
Belgium	232
Bulgaria	227
Croatia	180
Czech Republic	230
Cyprus	238
Denmark	270
Estonia	181
Finland	244
France	245
Germany	208
Greece	222
Hungary	222
Ireland	254
Italy	230
Latvia	211
Lithuania	183
Luxembourg	237
Malta	205
Netherlands	263
Poland	217
Portugal	204
Romania	222
Slovak Republic	205
Slovenia	180
Spain	212
Sweden	257
United Kingdom	276



<b>Other countries</b>	<b>€</b>
Afghanistan	215
Albania	180
Algeria	332
American Samoa	225
Angola	378
Anguilla	372
Antigua and Barbuda	329
Argentina	243
Armenia	151
Aruba	351
Australia	329
Azerbaijan	293
Bahamas	372
Bahrain	298
Bangladesh	140
Barbados	406
Belarus	208
Belize	235
Benin	215
Bermuda	364
Bhutan	121
Bolivia	176
Bosnia and Herzegovina	159
Botswana	261
Brazil	182
Brunei	166
Burkina Faso	229
Burundi	234
Cambodia	170
Cameroon	219
Canada	308
Cape Verde	181
Cayman Islands	328
Central African Republic	163
Chad	200
Chile	242



China	217
Colombia	197
Comoros	194
Congo	246
Congo, Dem. Rep. (RDC)	267
Cook Islands	297
Costa Rica	200
Cote d'Ivoire	224
Cuba	254
Djibouti	176
Dominica	325
Dominican Republic	245
Ecuador	230
Egypt	266
El Salvador	217
Equatorial Guinea	241
Eritrea	227
Ethiopia	200
Fiji	237
Gabon	316
Gambia	195
Georgia	198
Ghana	376
Grenada	375
Guam	361
Guatemala	175
Guinea	247
Guinea Bissau	125
Guyana	222
Haiti	208
Honduras	195
Hong Kong	354
Iceland	349
India	229
Indonesia	251
Iran	211
Iraq	260
Israel	361
Jamaica	296
Japan	289
Jordan	289
Kazakhstan	258



Kenya	281
Kiribati	117
Korea, Dem. Peo. Of	165
Korea, Republic of	402
Kuwait	341
Kyrgyzstan	171
Laos, People's Dem. Rep.	165
Lebanon	260
Lesotho	103
Liberia	277
Libyan Arab Jamahiriya	204
Macao	230
Macedonia (Fyrom)	158
Madagascar	189
Malawi	176
Malaysia	187
Maldives	321
Mali	227
Marshall Islands	179
Mauritania	145
Mauritius	203
Mexico	322
Micronesia	200
Moldova	139
Monaco	299
Mongolia	181
Montenegro	134
Montserrat	217
Morocco	203
Mozambique	226
Myanmar	127
Namibia	128
Nauru	197
Nepal	160
Netherlands Antilles	276
New Zealand	316
Nicaragua	194
Niger	213
Nigeria	227
Niue	229
Norway	275



Oman	297
Pakistan	226
Palau, Republic of	275
Panama	230
Papua New Guinea	333
Paraguay	235
Peru	227
Philippines	259
Puerto Rico	342
Qatar	402
Russian Federation	251
Rwanda	196
Samoa	204
Sao Tome & Principe	175
Saudi Arabia	360
Senegal	275
Serbia	158
Seychelles	285
Sierra Leone	229
Singapore	364
Solomon Islands	253
Somalia	190
South Africa	166
Sri Lanka	211
St. Kitts and Nevis	386
St Lucia	296
St. Vincent and the Grena	253
Sudan	207
South Soudan	225
Suriname	174
Swaziland	158
Switzerland	348
Syrian Arab Republic	185
Tajikistan	179
Tanzania, United Rep. of	211
Thailand	209
Timor Leste	151
Togo	162
Tokelau Islands	87
Tonga	213
Trinidad and Tobago	322



Tunisia	141
Turkey	162
Turkey Istanbul	222
Turkmenistan	235
Turks and Caicos Island	363
Tuvalu	205
Uganda	204
Ukraine	290
United Arab Emirates	349
United States of America	343
Uruguay	226
Uzbekistan	200
Vanuatu	338
Venezuela	138
Viet Nam	159
Virgin Islands (British)	425
Virgin Islands (USA)	425
West Bank and Gaza Strip	201
Yemen	142
Zambia	196
Zimbabwe	199