# Application form for travel expenses to ELAN Network events[[1]](#footnote-1)

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| --- | --- | --- | --- | --- | --- | --- |
| Organisation Name |  | | | | | |
| Organisation Type | Private Sector - SME | | | | | |
| Address |  | | | | | |
| Sector(s) of activity | Renewable Energies  Biotechnology & Bioeconomy  Environmental Technologies  Health | Information and Communication Technologies (ICT)  Nanotechnologies  New Materials  Other  *Please specify:* | | | | |
| Contact Person | *Please tell us your name* | | *Please tell us your e-mail* | | | |
| Event attendance | *Which event* | | | Registered? | Yes | No |
| ELAN Network Member | *Please tell us with which ELAN Network Member you are discussing your participation* | | | | | |
| Source of info | *Please tell us how did you first learn of this ELAN Network event (email from ELAN member xxx, conversation, newspaper, web, etc)* | | | | | |
| Objectives in the event | *Please describe your objectives in this event* | | | | | |
| Other information of interest / relevance | *Please include any other information you think may be relevant to your application.* | | | | | |

## Conditions for Travel reimbursement:

1. Applications from SMEs will be the priority.
2. Only one person from the same organisation will be eligible for reimbursement.
3. The allocation of funding will aim to improve the geographic balance across European countries. Stakeholders from countries in which ELAN Network has not yet managed to mobilise other funds will be prioritised.
4. Claimants will receive confirmation in writing from TECNALIA, either directly or through an ELAN Network member, that their travel will be reimbursed.
5. On arrival at the event, claimants must sign the meeting attendance sheet each day in which they participate to be eligible for reimbursement, and participate in 80%+ of the event.
6. Travel costs will be reimbursed, on receipt of an ‘ELAN Network travel reinbursement Claim Form’ (next page), no later than 8 weeks after the travel date. *Claims received after this time period will not be processed*.
7. Expense claims must be accompanied by hard copy receipts as evidence of travel, including tickets and boarding passes and proof of payment. Should evidence be missing or incomplete, further evidence will be requested, which must be provided within 21 calendar days or the claim will not be processed.
8. Expenses accepted include: Air travel in economy class, Hotel for the nights related to the event (generally 3 nights), other subsistence costs such as local travel.

VAT and other indirect taxes are not eligible for reimbursement due to current EuropeAid financial regulations.

1. The minimum claim threshold is €400. Claims for lesser amounts will not be processed.
2. A maximum reimbursement of €1,200 per person per trip will be made. However, claimants are requested to make reasonable efforts to use the most cost-effective route of travel.
3. Claimants having already benefited from a previous travel reimbursement from ELAN Network may claim a maximum of €600 and will have lower priority than new participants.
4. Claimants must also adhere to the provisions of their own organisation’s travel policy.

# Annex I: ELAN Network Travel reimbursement claim form

*To be submitted after the event*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ELAN Network – Travel reimbursement claim form** | | | | | |
| **Travel costs** | | | | | |
| **Event:** |  | | **Location and date:** | |  |
| **Claimant (Person)** |  | | **Claimant (Organisation)** | |  |
| **Amount claimed:** |  | | **Reimbursement requested** (see rules 5-7)**:** | |  |
| **ELAN Network member who supported** | | |  | | |
| **Please bear in mind, the following rules:**   1. On arrival at the event, claimants must sign the meeting attendance sheets to be eligible for reimbursement at a later date, and participate in at least 80% of the event. 2. Travel and subsistence costs will be reimbursed on receipt of the Expense Claim (see following rules), no later than 8 weeks after the travel date. Claims received after this time period will not be processed. 3. Expense claims must be accompanied by hard copy receipts, evidence of travel including tickets and boarding passes and proof of payment. In the event that the required evidence is missing or not complete, further evidence will be requested before the claim is processed. Outstanding evidence must be provided within 21 calendar days or the claim will not be processed. 4. An invoice to TECNALIA will be required as claim form, however it must be accompanied by the same hard copy supporting documentation (receipts, etc). Such invoice will not include VAT if the claimant organization is not from Spain, since TECNALIA will declare such VAT according to applicable laws and regulations. 5. The minimum claim threshold is €400. Claims for lesser amounts will not be processed. 6. VAT and other indirect taxes are not eligible for reimbursement due to current EuropeAid financial regulations. 7. Claimants must also adhere to the provisions of their own organisation’s travel policy. | | | | | |
| **Bank account details** | | | | | |
| **Name of account holder** | | **IBAN** | | **BIC code** | |
|  | |  | |  | |

Please attach your **supporting evidence (hard copy receipts, proof of payment, etc.)** and send it to: Javier Irazabal ([javier.irazabal@tecnalia.com](mailto:javier.irazabal@tecnalia.com)).

Date:

**Invoice Claim to:**

**TECNALIA Research & Innovation**

**Parque Tecnológico 700**

**48160 Derio (Bilbao), Spain**

**VAT No. ES G 48975767**

Reference: ELAN Network (Pr. 043777)

Name of claimant:

Signature of claimant (Stamp if available):

1. For the purposes established in Spanish Organic Law 15/1999 of 13 December on the Protection of Data of a Personal Nature, we hereby inform you that your contact data will form part of a data file owned by TECNALIA Research & Innovation, aimed to keep you informed about the activities carried out by ELAN Network. You may exercise your right of access, rectification, cancellation or challenge by writing to [info@elannetwork.org](mailto:info@elannetwork.org) should you at any moment wish to modify or revoke the authorization you have granted. [↑](#footnote-ref-1)