

## Fact Sheet 4: Travel- and accommodation costs

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### CORE MESSAGE

Travel and accommodation costs are rarely problematic provided that they are (i) limited to staff working for a project partner (ii) are clearly relevant to the project (iii) respect the principle of value for money. There are, however, additional requirements for costs which do not meet all of these criteria.

### Background

Travel and accommodation costs are part of any transnational project. This fact sheet highlights a number of basic principles and provides guidance on how to report these costs.

### Who can report travel and accommodation costs?

In general, travel and accommodation costs can only be reported for staff employed by a partner in the project. All staff involved must be able to demonstrate that the trip directly relates to delivery of the project or to participation in programme events such as seminars for Controllers or reporting workshops.

Travel and accommodation expenses of external experts and service providers can also be reported to the programme provided there exists a written agreement (e.g. contract or the equivalent) and that all travel expenses reported are necessary to the delivery of the project. The expertise and role of all people funded in this way must be demonstrated and well documented. All such costs must be in accordance with the same value for money principles that apply to regular project staff. These costs should be reported under the cost category '**External expertise and service**<sup>1</sup>'. An example of this is travel costs of an expert speaker invited to present at a project conference.

<sup>1</sup> Interreg Regulation No. 2021/1059 Article 41(3)

## Which costs can be reported?

Costs that can be reported is limited to:

- Travel-related (e.g. plane and public transport tickets, travel and car insurance, fuel, car mileage, tolls, and parking fees. Note: parking fines and speeding tickets are **not** eligible)
- Meals
- Accommodation (e.g. hotel room)
- Visa fees
- Daily travel allowance (in line with the written rules of the partner organisation)

It must be ensured that free services (e.g. accommodation provided by an event organiser, meals served free of charge, etc.) and any costs claimed directly (e.g. an invoice for a group lunch) have been correctly deducted from any travel allowance payments in line with the standard written rules for the partner organisation. No double funding of such costs is allowed.<sup>2</sup>

## Detailed rules

- Travel and accommodation costs must be clearly linked to the project and must be (i) necessary for effective delivery of the project or (ii) linked to participation in programme events. Under no circumstances will the programme cover the travel costs of spouses or other family members.
- Transport and accommodation choices should always respect the principle of value for money and should make use of the most cost efficient option for every journey unless otherwise stipulated in the standard rules of the organisation in question.
- Travel and accommodation costs can only be reported for people directly relevant to project activity delivery. The partner must be able to justify the number of people attending the event (for example, a conference/seminar) and the number of days away from the office. It is only possible to claim costs/expenditures for the days actually needed to carry out the activity (e.g. no extra nights).
- If a journey includes activities for more than one project or for the project and other business of the host organisation, travel and accommodation costs should be charged proportionally. For example, if the person travelling attends three meetings during a trip but only one is relevant to the project, the project will, as a starting point, only pay one third of the travel costs. Regardless of the details of the method chosen to decide the proportion of costs paid by the project, the method should be fair, transparent and well documented.

## References

- Interreg Regulation No. 2021/1059 Article 41

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<sup>2</sup> Interreg Regulation No. 2021/1059 Article 41(2)