

Italy - Croatia
Cross-border Cooperation
Programme 2014-2020

Application for Reimbursement for Monitoring Committee (MC) meetings

Monitoring Committee Rules of Procedures art. 5, ph. 16 provides that *“The expenditure for the organization of the MC meetings and MC preparatory meetings are covered by the Programme Technical Assistance budget. MC members travel and accommodation costs can be reimbursed, upon request of those concerned, and charged on the Technical Assistance budget. For reimbursement, costs must be eligible in accordance with the eligibility rules of expenditures.”*

This document sets the procedure for reimbursement of costs incurred for the participation to Italy-Croatia Monitoring Committee meetings for representative and deputy voting members and members in advisory capacity.

The reimbursement is due to the person or institution that incurred the expenditure.

The designated participant in the MC meeting or the Administrations/Institutions which he/she represents shall submit an application for reimbursement to the Managing Authority, using the form that will be provided and providing the following documents as annexes:

- ✓ Report of the costs for travel and accommodation, according to the model provided “Travel costs format MC_meetings”, duly filled and signed by the participant to MC;
- ✓ “Personal data form” concerning, according to the case, the person or the Administration/Institution asking for reimbursement, duly filled and signed, together with a copy of a valid identification document of the subscriber; the applicant has to indicate the bank account for transfer (no cheques or cash payments);
- ✗ Proof of expenditure for travel and accommodation (e.g. invoice of travel agency, flight or train tickets, boarding pass, hotel bills);
- ✓ In case of application submitted by Administration/Institution: Authorization of mission of the employee and proof of reimbursement by the Administration/Institution of the costs borne directly by the participant to the MC;
- ✓ In case of application submitted directly by the participant, a declaration that no reimbursement of the same expenditures has been already obtained by other Bodies has to be added in the application;
- ✓ Proofs of payment where relevant.

Reimbursement will concern direct travel and accommodation costs of the designated representative/deputy of MC voting members and members in advisory capacity, including the following items:

- ✓ Travel costs (e.g. tickets, car mileage, tolls, and parking fees);
- ✓ Meals costs;
- ✓ Accommodation costs.

The following principles apply to travel and accommodation costs:

1. Application for reimbursement can be submitted for one person per body;
2. Travel and accommodation costs shall be reimbursed by the Programme on a real cost basis. Daily allowances costs are not eligible;
3. Travel and accommodation costs must clearly link to the participation of MC meetings. The duration of the mission must be clearly in line with the purpose of it. Moreover, the duration of a mission cannot be longer than from the day before to the day after the concerned meeting. Costs for any longer duration of the mission are eligible if it can be demonstrated that the additional costs (e.g. extra hotel nights) do not exceed the savings eventually made in the costs for transportation;
4. Beneficiaries must respect either their ordinary internal rules for travel and accommodation costs (if any), or respect any maximum ceiling for travel and hotel costs established at national level, whichever is stricter;
5. As regards the reimbursement of car mileage, it has to include a statement of the distance covered. The reimbursement is based on 1/5 of the gas cost as it results from the web site of the Italian Ministry for Economic Development (link to the Ministry web site: <http://dgsaie.mise.gov.it/dgerm/cercabphitalia.asp>). The MA will provide the MC members with the cost per km refers to the month of the mission;
6. Expenditure incurred in currencies other than Euro will have to be converted into Euro by the applicant using the monthly accounting exchange rate of the European Commission in the month of the first day of the mission;
7. Local transfers with taxi shall be regarded as eligible only in case they represent the most efficient travel solution; this is to be clearly explained in the description of the mission (model "Travel costs format MC_meetings");
8. Unused travel tickets are not eligible, irrespective of the reason for the cancellation of the travel;
9. The most cost-efficient mean of transportation shall be used. No business or first-class tickets for air transport are eligible irrespective the fact that this may be allowed by internal rules of the MC members institution. Business-or first class train tickets are allowed if it can be proved

that they are the most economic travel option when booking the ticket (e.g. through screenshots of booking webpages);

The application for reimbursement, addressed to Regione del Veneto - Italy-Croatia CBC Programme Managing Authority, shall be filled in English and submitted electronically either by e-mail or by certified e-mail (PEC) to the following e-mail address:

italia.croazia@pec.regione.veneto.it

together with the due annexes; in case the proofs of expenditure for travel and accommodation are not digital documents (i.e. e-tickets or electronic bills) a scanned copy in non-editable format (e.g. PDF/A or PDF format) of the original supporting documents shall be attached.

Applicants have to keep the original documents at the premises of the Administration/Institution member of the MC for possible controls

Procedure for reimbursement:

Once received the Application for Reimbursement, the MA verifies the completeness of documents and transfers the total eligible amount to the account of the applicant. The eligibility of the expenditure incurred by the MA will be verified and certified by the FLC of PA 5.