



Financing Greener Cities Athens, Greece - 8-9 October 2019

<http://bit.ly/financinggreencities>

Conditions for reimbursement of travel or accommodation expenses

You have received a commitment that some of your expenses for attending the **Financing Greener Cities in Athens, Greece** will be reimbursed. Please find information on the procedure in the following text.

Travel or Hotel Expenses

The following conditions will apply for the costs provided:

- The organisers will only cover costs **up to the amount** agreed in writing.
- Accommodation or travel costs include only the costs related to the **Financing Greener Cities Workshop** taking place on **8 and 9 of October 2019**.
- All extra services or upgrades you might need in the hotel will have to be covered directly by you, such as telephone, minibar, upgrade of rooms or double room, etc.
- Only travel arrangements at economy rate and for the cheapest available flights or trains can be reimbursed.
- Travel costs include: train costs, flight costs, or costs for public transport.

Documentation of travel expenses

- Reimbursement will only cover those expenses which can be verified by **original documents** (sent to us by post). The travel documents needed for reimbursement include:

- **the original hotel invoice or invoice from travel booking**
- **all original tickets**
- **all boarding passes (for flights) – see further specification below at section **TRAVEL REIMBURSEMENT PROCEDURES – FLIGHT COSTS****

- A payment request with all supporting documentation must be received by ICLEI - European Secretariat no later than **8 November 2019**. Otherwise the reimbursement of your expenses may be delayed.

Additional expenses

- There is no per diem or food expenses. No additional costs can be covered by the event budget.

For additional information and sending payment request:

ICLEI European Secretariat
Attention: Ms **Intza Balenciaga**

Leopoldring 3
79098 Freiburg, Germany

Telephone: **+49-761 / 3 68 92-33**
Email: **intza.balenciaga@iclei.org**



Request for Reimbursement

Please post this document no later than

8 November 2019

ICLEI – Local Governments for Sustainability

Attention: Ms **Intza Balenciaga**

Leopoldring 3, 79098 Freiburg, Germany

intza.balenciaga@iclei.org

Name of Participant (Block capitals) _____

City _____ **Country** _____

Cost item	Amount in local currency	Amount in € (see remark)	Original invoice/ticket attached
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Total sum to be reimbursed			

- For calculating the amount in Euro, please use the date of the invoice/ receipt and calculate with the following web calculator: www.oanda.com/converter/classic?lang=en
- Please be aware that reimbursements can only be made if all documents and the full bank details are available.

Please transfer the above amount to:

Beneficiary name	
Beneficiary account number	
Address of the account holder	
Name and address of Bank	
Bank Code	
IBAN Code	
SWIFT code	
BIC code	
Reference	

I hereby confirm that for the amount of travel costs covered by the ICLEI European Secretariat, no request for funding from other sources will be made.

Date _____

Signature _____



TRAVEL REIMBURSEMENT PROCEDURES – FLIGHT COSTS

Boarding passes tend more and more to be electronic so they can be printed several times or be emailed to mobile devices. These practices can lead to lack of proof for justifying the costs incurred (and therefore to the decision of auditors/donors to not consider those costs eligible as they cannot be justified).

In order to guarantee the eligibility of travel/flight costs and having adequate documentation to justify the costs to auditors/donors, please pay attention to the following paragraph taken from DEVCO – EU updates August 2015:

Air fares must be substantiated by the passenger receipt and proof of payment. Exceptionally, for circumstances where “traditional” original boarding passes are not provided by the airline company, other adequate alternative and/or corroborative evidence may be accepted (attendance list of a conference, hotel bills, credit card accounts, copy of passport entry/exit stamps, declaration on honour, etc.) provided that the person concerned undertakes not to have been or be refunded by any other means of this expense.

On this basis ICLEI ES requires:

- Paper original boarding passes (whenever possible);

- If the paper original boarding passes are not available:

- print-outs/pdf of the electronic boarding passes (**mandatory**) and
- credit card/method of payment receipt showing the amount of the flight (**mandatory**) and
- attendance list of the event where the name of the person requesting the reimbursement is shown (**whenever available**) and;
- copy of passport entry/exit stamps (**whenever available**) and
- **Declaration of honor** appropriately filled in and signed by the person travelling (Annex) (**mandatory**) and
- Hotel bill (**mandatory**).

Please note that all the other documentation (travel agency invoice, electronic flight ticket, etc) are still required and still need to be presented. The above list is complementing the already existing travel reimbursement requirements and it aims to update them in front of the new airline companies' practices.



Annex – Declaration of Honor for external participants

DECLARATION OF HONOUR

I, the undersigned **[surname, forename]**, hereby certify and declare on my honour that:

1. I took the flight no. **[no. of the flight]** operated by the **[name of the airline company]** airline company;
2. The flight departed from **[departure airport]** and arrived to **[arrival airport]**;
3. I took the flight in order to participate to **[name of the relevant event/reason for the flight]**;
4. I confirm that I have not been refunded by any other means of this expense.

By signing this declaration, I acknowledge that:

1. In case of false declarations, I will have to reimburse the costs declared as incurred to the organisation which may have already refunded me.

Date and Signature: