



6 rue Alphonse Rio • 56100 Lorient  
+33 297 83 11 69 • info@cc-sud.eu  
www.cc-sud.eu

Organization .....

Ref ☐ ☐ ☐

Representative present to be reimburse (first name and last name) .....

Meetings you're asking reimbursement for:

Insular zone?	Distance in Km
Departure City	
City of meeting	

Meeting name	Date

### DETAIL OF THE EXPENSES

**1 – TRAVELLING EXPENSES:** limit: 600.00 € (800.00 € insular zones)

ONLY note costs of plane, train, the kilometers by car (0.23 €/km, 0.54 €/km)

JOIN ALL ORIGINAL DOCUMENTS

	€
	€
	€
	€
	€
	€
	€
Total	€

**2- DAILY ALLOWANCE:** 100,00 € fixed per meeting day

This allowance covers your day expenses (meal, taxis, subway, carparks, tolls, etc....)

**NO DOCUMENT IN PROOF MUST BE JOINED.** Only your signature on the present sheet will allow you this allowance.

Days to take into account .....

Theoretical DA ..... x 100,00 € ..... €

**3- ACCOMMODATION ALLOWANCE:** 120.00 € 160,00€ fixed per night

The quantity of accommodation allowance is calculated by the leaving and returning dates

**IT CANNOT EXCEED THE NUMBER DAILY ALLOWANCE +1**

Leaving .....

returning .....

Number of night .....

Theoretical AA .....

x 120,00 € ..... €  
160,00€

Note: you have additional information; please note it on a free sheet and join it to this form

For transfers, please tell us:

Your bank name .....

The city of your bank .....

The account titular name .....

<b>Inform:</b>	
IBAN	
BIC / SWIFT	





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## REIMBURSEMENT GUIDELINES

### To be reimbursed is necessary:

- To have paid its contribution to the CC S secretary (600,00 € for Executive Committee members or 250 € for General assembly members),
- To be reimbursed after participate to a Working Group meeting: to be member of this Working Group and have paid the 100€ for each Working Group,
- To be reimbursed after participate to the Executive Committee meeting: to be member of the Executive Committee, o President of a Working group.
- To confirm its presence to the CC S Secretary at least 10 days before the meeting day.
- To return the reimbursement form with supporting receipts, within 1 month after the meeting day.
- Only one person by organization will be reimbursed per meeting.

### Expenses accepted are:

#### A Transports:

**Until 600 € (And for the Insular zone members until 800 €)**

- o By Plane if distance >400 km or journey involving a sea crossing air travel  
*In economy class only: 600,00 €*
- o Train  
*Reimbursement of the shortest and most economical route in 1st class rail tickets.*
- o Cars  
*0,22 €/km 0,64€/km (kilometrical fixed price of France)*

#### B Subsistence expenses and hotels

- o The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.
- o The daily allowance shall be EUR 100,00€.
- o If the place of departure cited in the invitation is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%.
- o Experts who have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains<sup>3</sup>, shall also be entitled to an accommodation allowance. This allowance shall be EUR ~~120,00 €~~ 160,00€ per night. The number of nights may not exceed the number of meeting days + 1.
- o An additional accommodation allowance and/or daily allowance may, exceptionally, be paid if prolonging the stay would enable the expert to obtain a reduction in the cost of transport worth more than the amount of these allowances. This allowance must have been asked to the Secretary 2 weeks before the meeting.

**The forms in conformity with these rules and with all originals evidences will be reimbursed in the 2 month after the form reception.**

