Travel reimbursement

**Reimbursement guidance**

Final Scalable Cities event in Lyon

 27-28 August 2025

Written by

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#### Table of Contents

[Guidance and Instructions for Travel Expense Reimbursement 2](#_Toc201923783)

[Reimbursement Details 2](#_Toc201923784)

[Required Documents 2](#_Toc201923785)

[Guidance for Filling Out Form 1 3](#_Toc201923786)

# Guidance and instructions for travel expense reimbursement

To support your involvement and participation in the Final Scalable Cities event in Lyon, taking place from 27-28 August 2025, we are pleased to offer reimbursement for eligible travel-related expenses.

Please read the following instructions carefully to ensure your reimbursement request is processed smoothly and on time.

For further questions related to the travel reimbursement and payment, please contact: scalablecities@ait.ac.at

## Reimbursement details

* Travel Expenses: Up to €500
* Accommodation Support: €100 per night (maximum 3 nights – including meeting days plus one additional night)
* Daily Allowance: €92 per day (covers meals and local public transportation)

## Required Documents

To process your reimbursement, please submit the following:

* Form 1 – International Travel
	+ A summary document listing all travel expenses to be reimbursed.
	+ Proof of payment (receipts, invoices) for the relevant costs.
	+ If two representatives are attending, expenses may be combined on a single invoice.
* See Form 1 attached.
* Form 2 – Declaration of Honour
	+ A declaration confirming that neither you nor your institution is receiving reimbursement for these expenses from another EU funding scheme.
* See Form 2 attached.

### Submission deadline

Please submit Form 1, Form 2, and all supporting documents (receipts, invoices) compiled into a single PDF by **4th September 2025** to scalablecities@ait.ac.at.

## Guidance for filling out Form 1

**Please indicate in the purpose box (page 1, Form 1) the reason for participating in the event and your role (***experts, project coordinator from closed SCC project, action grant beneficiaries* **etc.)**

Purpose

|  |
| --- |
|  |

**Overview of the distribution of your travel expenses** > This table summarises the overall amount to be reimbursed, including lump sums for accommodation and daily allowance.

See **example** below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Concept  | Number | Costs |  Max. Cost (EUR) (SC contribution) |   |
| Travel expenses | na |   |   | Please add the total sum of your travel expenses (only flights/trains) up to a maximum of €500. |
| Accommodation allowance | 3 nights | XXX EUR  |   | for each night you stayed, up to a max. contribution of €100 per night. If you stayed 3 nights, the maximum contribution would be 3 nights x €100 = €300. We reimburse only the expenses incurred.  |
| Daily allowance | 3 days | 276 EUR  |   | for each day of the event, you need to count a lump sum of 92 EUR per day. |
|   | Total |   |   | here put the TOTAL amount of the concepts stated above (travel + accommodation + allowance) |

**List of receipts (travel, accommodation)** > This table is to explain what are the receipts that you are attaching to the document. Please add them to the same PDF document in the same order as presented in the table. Remember that taxi fares and food are not reimbursed as they are covered with the “daily allowance”.

See **example** below:

|  |  |  |  |
| --- | --- | --- | --- |
| ***#*** | ***Purpose (incl. Concept in the table above)*** | ***Costs*** | **Lump sum to be received** |
| ***1*** | *Flight reservation (Round trip)* | *XXXX EUR* |  Max. of 500 EUR |
| ***2***  | *Accommodation for (3) nights of 10-13 June.*  | *XXX EUR* | 300 EUR: Flat rate 100 EUR per night (accommodation allowance). > The hotel reservation is provided solely to justify the number of nights you stayed and the costs incurred. |
| ***3*** |  |  |  |
| ***4*** |  |  |  |