

EXPENSES GUIDELINES

Expenses will be covered upon the following conditions:

Travel will be reimbursed for the most direct and economical mode of travel available.

- **Plane/train:** If no price is indicated on the ticket, the invoice must also be enclosed. Travel will be reimbursed if originals of the ticket and boarding passes are provided. Plain/train tickets exceeding €300 will require prior approval by ARTTIC SAS. Local airport transfer and airport/train station parking may be reimbursed.
- **Local transport:** You are kindly asked to use public transportation in case it is available transport. For local transport expenses, all justifications and receipts must be added to the reimbursement form.
- **Meals:** Standard meals will be reimbursed. Food and beverage expenses should not exceed €30/meal.

Supporting documents:

Only costs for which a receipt can be presented (originals of tickets, receipts, invoices, vouchers, etc.) will be eligible for reimbursement.

Originals of transport tickets + invoices or vouchers must be provided. They must clearly indicate the amount paid and the full itinerary (showing departure/arrival dates and times).

Process implemented:

Only fully completed and signed Expense Sheets will be considered by ARTTIC SAS, including:

- Bank account details (bank name, address, account number, SWIFT & IBAN)
- Expert and Project Team signatures

Items not eligible for reimbursement:

The following are some examples of items NOT eligible for reimbursement:

- Registration fees, costs of health, life and luggage insurance
- Cancellation insurance
- Telephone calls
- Indirect costs such as per diem, daily allowance, etc.

If the completed Expense Sheet is not submitted **within 30 days** after the event, it is considered that no claim for payment or for reimbursement of expenses will be requested by the participant.

Other arrangements may be considered in exceptional cases and are subject to prior approval by ARTTIC SAS.

Reimbursement:

Reimbursement is made by bank transfer only.

If the beneficiary is in the Euro zone, expenses are reimbursed in Euro unless otherwise mentioned in the expense sheet. Only the following 3 currencies of reimbursement are possible: EUR, GBP or USD

Reimbursement will be made the 15th or 30th of the month of reception of the original and validated expense sheet by the Accounting Department.