

species 2000

Guidelines for the reimbursement of travels costs by Species 2000

When travelling at the request of Species 2000 in principle all costs of travel and subsistence will be reimbursed by Species 2000 provided that the following rules are observed:

- flights/rides are booked as early as possible in order to obtain a favourable price;
- first choice is the cheapest means of travel, e.g. when travelling alone public transport over transportation by car; low cost carriers over the more expensive airlines; however, decisive in this is whether
 - o the time of arrival or time of stop over suits the occasion,
 - o total travel time is reasonable,
 - o the airline is considered safe;
- only travel in economy/second class or comparable class will be reimbursed;
- taxi rides can only be claimed when no other transportation is available, or when the time of travelling or the time available makes this necessary;
- all meals will be reimbursed, costs will depend on the location but the general rule is to select mid-priced restaurants or comparable quality; if at a conference or project meeting an official dinner is organized then Species 2000 would highly recommend to join and will reimburse the costs even when these are in a higher price range;
- hotels up to the EU three-star-rate or comparable will be reimbursed, local conditions or reservations by a local organization can justify an other selection;
- the costs of social programmes organised coinciding conferences and other meetings are not reimbursed by Species 2000;
- original receipts of all expenses paid must be attached to the reimbursement request, a receipt for a credit card payment is not considered a receipt if it doesn't specify the costs;
- costs of a mobile phone can only be reimbursed if the use is necessary and no cheaper alternative is available;
- reimbursement requests need to be sent in to the Species 2000 Secretariat within a month after the last day of travel.

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