

**PLANNING GRANT
RULES AND ACCOUNTING FOR TRAVEL EXPENSES**

1. AUTHORISATION OF A TRAVEL

The NPD is authorised to pay from the Planning Grant the travel and living expenses for the Project Co-Directors to attend one preparatory meeting of limited duration (up to 5 days on mission) and the travel and living expenses for the PPD and NPD to present the Project Plan to the NATO Expert Panel.

If the NPD deems it necessary to charge to the Planning Grant travel expenses for other missions not mentioned above or exceeding 5 days, authorisation must first be obtained from the SfP Programme Office.

2. TRANSPORTATION

Using the most favourable rate, air- or train- tickets may be bought from any travel agent or airline. Business class is never authorised.

When travelling by air, using "apex", "pex" or "excursion" rates can result in a lower total cost for the travel even when taking into account extra costs if the duration of the trip becomes longer. (Some low cost fares may require staying over a Saturday.)

When travelling by train, first class fare in normal trains and economy fare in fast trains plus supplements can be charged. When travelling by car (e.g. private or hired), the maximum that can be reimbursed is the equivalent of a first class train ticket.

3. ACCOMMODATION, LIVING AND ADDITIONAL EXPENSES

Accommodation expenses are reimbursed according to real expenses (ORIGINAL hotel receipts required!). Living expenses (meals, beverages, local transportation and miscellaneous) are covered by an additional 50 EUR per day per person (no receipts required). However, the total which may be reimbursed for accommodation and living expenses can not exceed the NATO per diem allowance times the number of nights (not days) spent on mission. (NATO per diem allowance for each country are published on the Web under:

www.nato.int/science/sfp/bulletin/index.html.

Additional expenses such as for visa, conference fee, taxis from and to the airport are reimbursed upon receipts.

4. CASH ADVANCE - FINAL ACCOUNTING OF TRAVEL EXPENSES

Usually travel and living costs are reimbursed after the return to the home country. However, as it may be impossible for travellers to advance their own money to cover visas, air tickets and living expenses, the NPD is authorised to arrange for a travel advance through the Planning Grant. This travel advance should not be more than 75% of the total estimated costs.

After completion of the mission, the traveller will request from the NPD reimbursement of the total or, if travel advance was received, the balance of the travel expenses. The reimbursement request, to be sent to the NPD, must be fully documented and include:

- a completed Travel Reimbursement Form signed by the traveller (sample see **Annex 1**, page 2);
- the ORIGINAL used ticket stubs (air-, train- or other tickets), or a copy of the tickets in cases where the travel was paid through other funds but living expenses charged to NATO funds;
- ORIGINAL receipts for the hotel or other accommodation;
- receipts for visa, taxi or other transportation and other additional expenses.

The NPD will collect the sets of original documents until after the presentation of the Project Plan when all costs have been paid. The Final Accounting of the Planning Grant is due 4 weeks after the presentation (**see Annex 7**).

TRAVEL REIMBURSEMENT FORM

Project number: SfP -

NATO country Project Director:

Name of the traveller:.....

Address:.....

Purpose of the Mission:

Description of Travel:

From	To	Date	Dep./Arr.	Cost

EXPENSES IN LOCAL CURRENCY:

EQUAL TO:
 (requested currency¹)

Air Ticket² :.....

Accommodation² :.....

Airport-taxi² :

Additional expenses² :.....

Living expenses³ : (including the days of departure and arrival) 50 EUR x ___ days =.....

TOTAL EXPENSES

TRAVEL ADVANCE (max. 75% of the estimated total expenses)

FINAL BALANCE

Traveller's Signature:

Date:

- 1 Use the currency in which the Planning Grant was received and use the exchange rate of your bank.
- 2 Original receipts must be attached.
- 3 Fifty EUR per person per day should cover living expenses (meals, beverages, local transport and miscellaneous); receipts NOT required.

Example of a completed
TRAVEL REIMBURSEMENT FORM
 (for a Planning Grant that has been received in GBP)

Project number: SfP – 999999

NATO country Project Director: Dr. H. Smith.

Name of the traveller: Dr. H. Smith... ..

Address: Name of the Institute, city, street

Purpose of the Mission: Preparatory meeting with Dr. X (PDD), Prof. Y and other key personnel involved. Visit of the research facilities and commercial end-user. Meeting with the local authorities.

Description of Travel:

From	To	Date	Dep./Arr.	Cost
London, UK	Kiev, Ukraine	Sat 20.08.2005	9:20/14:45	
Kiev, Ukraine	London, UK	Wed 24.08.2005	15:45./17:20	360 GBP

EXPENSES IN LOCAL CURRENCY:

EQUAL TO:
(requested currency¹)

Air Ticket²: 360 GBP 360 GBP

Accommodation²: hotel for 4 nights x 500 UAH = 2000 UAH 220 GBP

Airport-taxi²: 200 UAH 22 GBP

Additional expenses²: visa for Russia = 20 GBP 20 GBP

Living expenses³: 50 EUR x 5 days = 200 EUR 137 GBP

TOTAL EXPENSES **759 GBP**

TRAVEL ADVANCE (max. 75% of the estimated total expenses) 560 GBP

FINAL BALANCE 199 GBP

Traveller's Signature:

Date:

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- 1 Use the currency in which the Planning Grant was received and use the exchange rate of your bank.
 - 2 Original receipts must be attached.
 - 3 Fifty EUR per person per day should cover living expenses (meals, beverages, local transport and miscellaneous); receipts NOT required.