

Guidelines for financial management, SANTE

For Project Partners and Experts/representatives that have been individually invited (contact ISCA if you are in doubt), the following guidelines apply:

Travel

Participants are requested to use the SANTE Travel Agency to book their flights. No flight costs will have to be covered by participants. Please contact the travel agency by email

rejsebureauet.slagelse@post.tele.dk stating your full name, travel route (from-to) and the dates (and perhaps time of day) that you would like to travel. The agency will then send you one or more options (within the available budget) that you can choose. After your approval, the travel agency will issue your tickets and send them to you by email.

You may also call the Travel Agency by phone: +45 58 50 58 80.

If you like, you can of course use one of the many available travel search engines (for instance www.dohop.com or www.skyscanner.com) to check for suitable options before contacting the agency.

ISCA and the travel agency are obliged to find the cheapest flights available, so we cannot guarantee that you will be able to travel on a specific flight or a specific flight time. We also encourage you to book your tickets well in advance in order to obtain the lowest price. We thank you for your understanding and cooperation in this matter.

Accommodation and meals

For Sante Events organized by ISCA, accommodation and meals will be provided and paid by ISCA.

For smaller bilateral or trilateral meetings (Sante exchanges) that are not organized by ISCA, there is a standard daily subsistence rate for each EU country (see annex II below) to cover hotel, meals and local transport etc. The organizer (or each participant) will be paid the corresponding amount. No proofs of actual expenditure need to be submitted, but evidence that the meeting took place should be provided to ISCA, for instance in the form of a hotel participants list or signed participants' list, including dates.

Sante exchanges are as a starting point expected to be having a duration of maximum three days/ two nights, but extensions are possible. Please contact ISCA prior to the event.

Costs for accommodation and meals will be reimbursed by ISCA using bank transfer. Please send the attached bank information form (annex II), the calculation of the amount and the evidence that the meeting took place, to ISCA.

Other costs

There is no reimbursement for staff time spent in SANTE. However, other costs related to the project may be eligible for reimbursement, and you are welcome to contact ISCA with inquiries in this regard.

ANNEX I**MAXIMUM DAILY SUBSISTENCE ALLOWANCES EUR/DAY**

Austria	225
Belgium	232
Bulgaria	227
Czech Republic	230
Cyprus	238
Denmark	270
Estonia	181
Finland	244
France	245
Germany	208
Greece	222
Hungary	222
Ireland	254
Italy	230
Latvia	211
Lithuania	183
Luxembourg	237
Malta	205
Netherlands	263
Poland	217
Portugal	204
Romania	222
Slovak Republic	205
Slovenia	180
Spain	212
Sweden	257
United Kingdom	276

Information of Bank Data for Reimbursement

Description of cost:

Total Amount : **Currency:**

(please add an annex with the description of costs and calculation of the amount if there is more than one cost involved)

Receiver Name :
(account owner)

Address :
(account owner)

Country :
(account owner)

Name of Bank :

Address of Bank :

Country :

IBAN :

SWIFT or BIC :

Please note that only with both IBAN and SWIFT (also called BIC) numbers can your request be processed.