

# OeEB Guidelines for Travel Expenses for Consultants, financed by the funds of Advisory Programmes

General: The total of all expenses, including cash expenditures, must not exceed the total amount of the budget as agreed in the contract.

## **Costs of transport**

### *Flights*

- Economy Class, as a general rule
- Proof of tickets and boarding pass (also applies for electronic versions)
- Proof of booking and payment (via travel agency, online or by means of any other official confirmation of payment)

### *Train*

- 2nd class tickets (European standards), as a general rule
- Proof of ticket, incl. name or passenger

### *Taxi*

- Proof of ticket, incl. name of passenger and route, respectively purpose

### *Public transport (div.)*

- Proof of ticket, incl. name of passenger and route, respectively purpose

### *Mileage allowance*

- According to the regulations officially valid for the Republic of Austria ([https://www.bmf.gv.at/MeinFinanzamt/Brgerinformation/AutoundSteuern/Kilometergeld/\\_st.art.htm](https://www.bmf.gv.at/MeinFinanzamt/Brgerinformation/AutoundSteuern/Kilometergeld/_st.art.htm)) (in German)

## **Expenses of overnight accommodation**

- Invoice of Hotel, including confirmation of payment and indication of length of stay and guest
- Max. amount per overnight stay USD 300. (This amount can only be reimbursed if appropriate receipt of hotel is presented.)

## **Per diems**

- Calculation of days pro rata according to hours spent on missions (incl. 90 mins. travel hours to and from airport)
- Amount as agreed in contract

## **Expenses in foreign currency (other than EURO)**

### *Options*

- Official rate of the day of expenditure, according to the official rate of the respective local National Bank (possible to use average rate)
- Credit card statement

### **Fee**

- Amount as agreed in contract (clearable days per week 7 in 7)

### **Insurance**

- European travel insurance (if agreed in contract)