

CRM_InnoNet Stakeholder Travel Policy

The CRM_InnoNet project will create an integrated community that will drive innovation in the field of critical raw material substitution for the benefit of EU industry. To enable networking during the project, CRM_InnoNet is able to provide a contribution towards the travel expenses of stakeholders and experts. CRM_InnoNet is pleased to be able to offer this support in recognition of the participation of stakeholders contributing to the project. The travel budget will be managed by Knowledge Transfer Network (KTN) and includes and allocation for:

- Expert attendees to attend the road mapping and policy workshops
- SME (small and medium enterprise) attendees to the Innovation Network workshops
- Advisory Board meeting attendees
- Invited speakers at project events

In order for KTN to effectively manage the travel budget, all claims must adhere to the following rules:

1. On arrival at the meeting or workshop, claimants must sign the meeting attendance sheet to be eligible for reimbursement at a later date.
2. Travel and subsistence costs will be reimbursed on receipt of a 'CRM_InnoNet Expense Claim Form' by KTN, no later than 8 weeks after the travel date. Claims received after this time period will not be processed.
3. Expense claims must be accompanied by hard copy receipts and evidence of travel, such as tickets and boarding passes. In the event that required evidence is missing or not complete, further evidence will be requested before the claim is processed. Outstanding evidence must be provided within 21 calendar days or the claim will not be processed.
Please note that we are unable to process claims based on daily subsistence amounts as we require receipts to cover the full value of any claim made.
4. Claim values for meals or other subsistence should be reasonable and in any event should not exceed €50/£42/\$65/200Zloty per person for lunch or dinner.
5. An invoice is acceptable in place of an expense claim form, however it must be accompanied by the same hard copy supporting documentation (receipts etc).
6. The minimum claim threshold is €30/£25/US\$40/125Zloty. Claims for lesser amounts will not be processed.
7. The Excel claim form provided has separate tabs for each of the currencies noted under items 5 and 7.
8. A maximum reimbursement of €1000/£850/US\$1250/4100Zloty per person per trip will be made. However, claimants are requested to make reasonable efforts to use the most cost-effective route of travel.
9. VAT and other indirect taxes (Including Sales or State Taxes) are not eligible for reimbursement due to current FP7 financial regulations.
10. Claimants must also adhere to the provisions of their own organisation's travel policy.
11. Claims including mileage will be considered on a case by case basis and must be agreed in advance with KTN.

This policy will be reviewed during the course of the project.