

Travel Cost Claims: Common Mistakes and Rules

Characteristic	Reimbursement Rules	Common Mistakes	Non-Eligible Expenses
Long Distance Travel	Journeys above 101 km, plane, train, bus, ferry, car, max EUR 1500, max 24 hours layovers,	missing parking tickets as proof of driving by car. Incomplete flight tickets.. (cfr. Flight documents)	Third party service fees, Carbon offset fees, Wifi, telephone, laundry, internet, mini bar consumption, Bank charges, exchange or commission fees
Flight Documents !! most common mistakes are made because of incomplete documents	<ul style="list-style-type: none"> - name of service provider - full price paid - name of passenger, if applicable - complete travel itinerary: dates, arrival and departure cities, departure and arrival times 	<p>Missing timings, date inconsistencies, missing codes, screenshots used</p> <p>We need a clear link between: Name - flight number - booking reference (needs to be mentioned on invoice) - time & date!</p> <p>A complete copy of the travel booking or ticket is required. Print screens or partial documents are not accepted.</p>	<p>Take out the extra's of your invoice: eg food, parking, luggage insurance, medical insurance, carbon offset fees, wifi...</p> <p>exception: cancellation insurance is eligible</p>
Car Use	Limited to 1000 km, EUR 0.35 per km, parking receipts required	Parking tickets to proof car use	no parking ticket = no reimbursement!
Daily Allowance (DA)	<p>Rate based on event country, covers accommodation and meals</p> <p>Timing need to be determined by flight tickets, parking tickets or hotel bookings</p>	<p>Missing supporting documents for start/end dates, inconsistent arrival times (eg flight ticket incomplete) ! if you come by car: you NEED a parking ticket to proof your time of arrival / departure (parking ticket is not refundable, but you need it as a proof of timing)</p>	Taxi, parking, tolls, fuel, carbon tax, car rental, extra nights or meals
Amount/Currency	Must match travel tickets	Rounding off amounts	N/A
Visa Expenses	Visa processing fees, supporting documents required	N/A	passports are not an eligible expense, only parts of visa fees can be claimed. Any expenses not explicitly mentioned are not eligible for reimbursement and no derogation to the rule can be requested.
Check Travel Reimbursement Rules for more details!			