

EVI Policies

Travel Policy

Table of Contents	Page
1 Reference regulation and guidelines.....	2
2 Audience	3
3 Policy statement.....	3
4 Travel applications.....	3
5 Travel expenses.....	5
5.1 Non-reimbursable expenses.....	5
5.2 Reservations	5
5.3 Traveler profiles.....	6
5.4 Safety and security.....	6
5.5 Health.....	6
5.6 Social security	7
5.7 Travel and resting time.....	7
5.8 Air travel and Air fare	7
5.9 Restrictions on airline travel.....	8
5.10 Airline frequent flyer programs/upgrades	8
5.11 Tickets (E-Tickets).....	9
5.12 Ground transportation	9
5.13 Hotels and other accommodation	10
5.14 Hotel frequent guest programs	11
5.15 Visa and medical supplies.....	12
5.16 Per diem	12
5.17 Management/team meetings.....	12
5.18 Business meals.....	13
5.19 Expense reports	13
5.20 Honorarium Claims	16

Abbreviations

ArbZG	Arbeitszeitgesetz (German Working Time Law)
EC	European Commission
ED	Executive Director
EEA	European Economic Area
EU	European Union
EVI	European Vaccine Initiative
FA	Financial Assistant
FD	Financial Director
PL	Project Leader
POV	Privately owned vehicle
SSAC	Scientific And Strategic Advisory Committee
SFO	Senior Financial Officer
SGB	Sozialgesetzbuch (German Social Security Code)
TA	Travel Application
TC	Travel Claim
VAT	Value-added Tax
WHO	World Health Organisation

1 Reference regulation and guidelines

Local law and regulations where applicable in addition to travel restrictions and guidance from national and international agencies.

EC Directive 2003/88/EC on labour and rest time:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32003L0088:EN:NOT>.

2 Audience

All EVI's staff and consultants eligible to EVI paid travels. External experts, Scientific Advisory Committee and Board of Stakeholders members and other people eligible to travels paid by EVI.

3 Policy statement

It is EVI's policy to reimburse travellers for valid expenses, which are required and necessary for business operations, approved by the PL and confirmed by the ED, and in compliance with this policy.

As a non-profit organisation dedicated to vaccine development, stewardship of our resources is essential. EVI policy is to reimburse EVI travellers and collaborators for approved, reasonable, proper, and necessary travel expenses incurred in connection with EVI projects. It is EVI's policy that all business trips are conducted as economically as possible. Travel must always be in accordance with EVI's environment policy and EVI's code of conduct.

Since the maximum travel cost savings result from trip avoidance, it is the responsibility of all travellers to conscientiously avoid unnecessary business travel by first exhausting the alternatives such as audio or teleconferencing, web conferencing, video conferencing etc.

4 Travel applications

All templates related to travel applications can be found on Sharepoint under:

Secretariat -> Templates -> Administration -> Travel_Business Invitation_Gifts

https://europeanvaccine.sharepoint.com/:f:/r/sites/secretariat/Shared%20Documents/Templates/Administration%20%26%20Travel%20Management/Travel_Business%20Invitation_Gifts?csf=1&web=1&e=aGHQnO

Forms :

- EVI_TA_German Staff
- EVI_TA_International Staff
- EVI_TA_External_Experts

For externals the template will be shared with them by E-Mail.

Process:

For every business-related travel, the EVI TA-form has to be filled out by the traveller and approved by the PL and ED (by signature or e-mail) before the travel. If the traveller is the ED, another member of senior management can approve the travel.

The upper part of the template needs to be completed by the traveller before the start of the business trip and shall include the name of the applicant, duration and destination, related project information and travel budget forecast.

The filled out excel file is to be sent by e-mail to the recipient list below. Only after granted approval by the PL and ED or their substitutes, the trip can be booked and applied costs are reimbursable by EVI.

Recipients:

To: PL and ED or in exceptional cases (if the PL and/or ED is not available or response cannot be retrieved in due time), their designated back-ups. .
CC: SFO, FA

Things to be noted:

- Sufficient time needs to be given to the approvers to review and comment on the travel applications, so the application shall be issued as soon as the designated travel data is available, but not later than one week before the start of the business trip, unless exceptional reasons, such as the necessity of an ad-hoc travel prevent this.
- The request for approval, as well as the approval itself shall be made accessible to the distribution list above and if done by e-mail, it has to be done in a way, that the approved TA is irrefutably identifiable (i.e. through attachment of the TA to the approval e-mail).
- The provision of an approved TA is required for a later reimbursement of travel-related costs (including travel insurance). Unapproved travel costs can be rejected by EVI, unless exceptional circumstances (such as the necessity of an ad-hoc travel, non-availability of any parties in charge of TA approval) have rendered the prior approval impossible.
- It has to be ensured that all required information in the TA is filled in completely by the applicant. This means amongst others, that every completed TA-form aside from the traveller's data also must designate a project category, a project and a project code, to which the costs can be attributed to. The pre-set dropdown menu in the TA shall be used in the above-mentioned order to fill in the required project information. No other project categories, projects and/or project codes shall be added by the applicant. This is required to account the travel costs correctly to the projects, work packages and cost centres.
- If the applied and approved travel data is significantly changed by the applicant after approval (for example destination, duration of stay, estimated costs etc.), the TA has to be revised and approved again.
- The applied travel duration in the TA has to contain the whole travel period, in which reimbursable costs might occur.
- The applied travel location(s) need(s) to include all locations of business-related stays.
- In case of successive trips to different locations and cost accountable to different projects, for each travel part related to one project an individual TA needs to be filled in.
- Regarding business trips of external experts, the TA information has to be filled out by the meeting organiser in coordination with the PL, FA, and traveller. The TA is then to be send out to the PL and ED for approval and subsequently to the traveller.
- Subsequent to the approval of the travel application, the required travel details shall be communicated by the traveller to the FA immediately, to ensure the timely and most cost-efficient travel arrangements.

5 Travel expenses

EVI seeks to provide equitable standards, control costs, and ensure consistent and fair treatment of all individuals who travel on EVI business. An individual should neither gain nor lose personally because he or she has incurred reasonable business expenses.

In order to ensure the booking of the most cost-effective means of travel, travel bookings shall always be coordinated with the FA and preferably made by the FA. Travel arrangement, booked personally by staff, which do not meet the requirements of this policy or the current version of the handbook, will only be reimbursable up to the amounts within the limits of this policy and other EVI policies.

EVI travel expense entitlement is limited to business-related travel parts only. In case of a business trip combined with a private stay, only costs are reimbursable, that are linked to the business-related part, and up to a limit, as they would have incurred for the business trip only.

5.1 Non-reimbursable expenses

In addition to the non-reimbursable items set forth in other EVI policies, the following cost items are not reimbursable. This list cannot be exhaustive or substitute for good judgment and common sense.

- Unapproved travels
- First class flights
- Travels of relatives and/or friends
- Travel expenses incurred by a spouse or other individual of a traveller on business.
- Wear and tear of clothing and luggage.
- Purchase of clothing, luggage, toiletries and other miscellaneous personal items (if lost or stolen costs should be claimed against EVI travel insurance - if covered, otherwise private insurance should be used).
- Supplementary travel or car rental luxuries.
- Personal provoked fines, penalties
- Entertainment costs,
- Foreign exchange losses (paying costs in local currency using credit cards often reduces such losses).

5.2 Reservations

EVI has contracted [COMTRAVO](#) travel agency to be its primary provider of flight reservation services worldwide and [hotels.com](#) for hotel reservations but may also use other travel providers in order to minimize costs.

Travels must be organized as far in advance as possible to secure lower airfares and hotel rates.

5.3 Traveler profiles

For the purpose of providing optimum reservation services, EVI maintains traveller-profiles, which are also entered on the [COMTRAVO](#) website, that contain relevant personal information, including traveller type, addresses, phone numbers, frequent flyer numbers, airline seating preferences, special needs and other preferences.

The traveller profile data can be reviewed in your personal travel folder in Sharepoint under:

Secretariat -> Travels -> staff folder_name

<https://europeanvaccine.sharepoint.com/:f:/r/sites/secretariat/Shared%20Documents/Travels?c sf=1&web=1&e=PUKXXF>

It is the traveller's responsibility to update his or her profile when there is a change in personal data (e. g. loyalty card nr., passport expiration, ...) and inform the FA or substitute accordingly that the [COMTRAVO](#) profile, [DB profile](#) or others relevant can also be adjusted.

Personal preferences, that you indicate, must fall within the provisions of this travel manual.

5.4 Safety and security

As an international organisation, when conducting business in countries, where cultural and environmental conditions differ, staff members are required to familiarise themselves not only with customs, climate and currency of countries to be visited, but also risks associated with travel. Travellers must follow travel advisories or other communications issued by the national governments of the country of their citizenship.

Travellers should keep a copy of personal information, passport and visa documentation in a suitcase and leave a copy with their manager or designate. This will assist in expediting the issuance of a temporary passport/visa while abroad, should the passport get lost/stolen while traveling.

Safety hints:

- Be vigilant against pickpockets and petty thieves; do not leave your passport in your luggage or in your hotel room.
- Use hotel safes and other protective arrangements.
- Check security requirements prior to departure, so that you are not delayed.

5.5 Health

Please investigate, if there are any documented health concerns for the country or region to which you are traveling.

EVI basic travel insurance program covers travellers traveling abroad, who may require medical attention. In the event, that medical attention is required, please first contact EVI travel insurance

provider in order to arrange for the necessary medical care, then contact EVI FA for further assistance.

5.6 Social security

According to the German Social Security Act (§ 4 Abs. 1 und § 5 Abs. 1 SGB IV) employees regularly need an A1 certificate if they work across borders within the EU, EEA and Switzerland. The duration and type of cross-border assignment do not matter.

The A1 form is the employee's health insurance company's confirmation that the employee is covered by social security in Germany and contributions are paid in Germany.

The A1 form will be applied for via EVI by the FA or substitute, once the approved TA has been submitted. It needs to be ensured by the traveller, that he/she carries this form with and that it can be presented on request.

(If the employee holds a certificate of "regular employment in two or more Member States" which is valid for a longer period, the employee needs to check that the travel destination is included).

5.7 Travel and resting time

EVI employees are required to plan their work outside the travel time to allow for sufficient rest in accordance with the applicable laws. If the working time due to the business trip exceeds the regular daily working time of the employee, the employee must ensure that a maximum working time with the meaning of the German working time law (Arbeitszeitgesetz (ArbZG)) ([ArbZG - Arbeitszeitgesetz \(gesetze-im-internet.de\)](http://www.gesetze-im-internet.de/arbztg)) and the statutory rest periods are observed and that the contractual obligations are not followed up for more than 10 hours a day, even in the case of business trips.

Travel times outside of the regular working hours regularly do not count as additional work hours. Staff members are requested to check with the HR director in case of uncertainty. In some cases EVI employees may need to travel on weekends or public holidays, for example to attend a conference or other event beyond the control of EVI. For travels on weekends and public holidays, a compensation by time off in lieu can be granted according to the normal rules for overtime work compensation, as laid down in the EVI HR policy.

5.8 Air travel and Air fare

EVI will pay for airfares to approved destinations. EVI employees are required to accept the lowest available airfare, which preferably provides flexibility and/or is reimbursable for a fee (non-restricted). Non-refundable fares must be booked if they are significantly cheaper and travel plans are confirmed.

Travel in connection with specific projects must be undertaken in accordance with project guidelines.

Traveler Category	Flight Duration	Policy Fare
All travellers	Less than 6 hours	Economy
	6 hours or more	Premium economy
	6 hours or more	Business class*

* as a general rule, business class travel will be approved only under exceptional circumstances, where economy or premium economy class travel is impractical for health reasons, or where no alternatives in other flight categories are available or when business fare promotion is cheaper than premium economy.

To secure a lower airfare cost, use of alternative airports may be considered when practical (if not too far from destination and easy-accessible).

EVI strongly encourages the consideration of cost saving options.

Failure to utilise a lower fare flight and/or to fly on a recommended class as defined above may result in no reimbursement of incremental airline ticket costs above the fare that was declined.

Booking:

You may use your [COMTRAVO](#) access data for booking your flight directly, if everything is in accordance with the approved TA and the EVI travel policy, or ask the FA for assistance.

5.9 Restrictions on airline travel

Where feasible:

- No more than three staff members may travel on the same flight if possible.
- Travellers are to use regularly scheduled airline services or similar charter airlines which are NOT on the EU list of banned airlines in the EU.
- Please refer to the EVI travel management if in doubt about airline or aircraft type offered.

5.10 Airline frequent flyer programs/upgrades

In recognition of the extra effort put forth by travellers, when traveling away from home, EVI allows individuals to retain frequent flyer benefits for use at their discretion. Participation in such programs must not influence flight selection, that would result in incremental cost to EVI beyond the lower applicable fare as defined under Point 5.7.

Travellers may opt to use frequent flyer mileage points or awards to upgrade from an authorised class of service to a higher class of service when traveling for EVI, provided that this is consistent with obtaining the lower applicable fare. However, if there is a monetary cost in upgrading or if a higher fare would be required for the upgrading, such costs are not reimbursable. Any membership dues in frequent flyer programs are personal expenses.

5.11 Tickets (E-Tickets)

E-ticket/invoice/itinerary + boarding pass as proof of travel have to be attached to each expense report.

Unused/voided airline tickets

The flight agency (COMTRAVO) and/or the FA need to be informed immediately about unused flights to expedite a credit to the EVI account or for rebooking the ticket toward a future trip. If a change in the flight itinerary occurs, that requires a re-issuance of the ticket, any unused part of the travel arrangement shall be requested to be credited against the new ticket's cost.

Cancellations

In cases, where cancellation fees/penalties are incurred as a result of changing a flight, the fees will be reimbursed, if there is a valid reason (sick leave is at all times a valid reason). Acceptable reasons include, where external factors beyond the control of the traveller necessitate cancelling or altering tickets. An explanation must always be provided together with the travel claim. In instances, where fees/penalties are incurred without acceptable/adequate explanation, the costs of the fees/penalties will not be reimbursed.

Lost or stolen airline tickets

Upon discovery of a lost or stolen ticket, the loss needs to be reported immediately to the FA, by whom a replacement ticket will be arranged.

Airline tickets are at the responsibility of the traveller, and it is the traveller who will be held responsible for the value of lost tickets. EVI will not absorb the costs of a lost ticket or fees charged by the airlines for processing the lost ticket application.

5.12 Ground transportation

Public transportation is the favoured means of travel at all times if possible – other alternatives must only be used when proven inexpensive and economical. The EVI environment policy must always be considered when choosing the means of transport.

First class train travel is permitted, if work is undertaken during the journey, and/or where frequent train traveller programmes make journeys considerably cheaper than airfares (environment-friendly travel). First class train travel is to be applied for separately and approved by the person in charge in the TA form.

To and from airports and terminals

Travelers should use an economical mode of transportation to and from airports, rail terminals and bus terminals, such as the following:

- Buses and trains (rather than taxis),
- Hotel and airport shuttle services,
- Personal automobile,

- Means of transport provided by local personnel, when visiting another company partner office.

Taxi or car services

Taxis can be used, but EVI employees are required to do so with moderation and in line with the regulations of this and other EVI policies, or where recommended when travelling by night in potentially unsafe areas, and/or where time is of the essence, and/or heavy luggage needs to be carried or where no other alternative exists.

The use of taxis is generally limited to those situations, in which other means of transportation are not feasible or are more costly. An example would be an airport run, for which no shuttle service is available and the cost of driving and parking one's personal vehicle would be higher than the cost of the taxi or car service.

All taxi fares must be paid directly by the traveller and reclaimed from EVI.

Rental cars

Travelers may rent a car at their destination, when other forms of transportation are impractical, more expensive, not available or for safety reasons. When traveling in groups, travellers should make an effort to share cars.

Rental car categories: Rentals must be no larger than intermediate (midsize) cars, except that a full-size, four-door car may be rented when:

- Three or more individuals are traveling together,
- No compact or intermediate group car is available,
- A no-cost upgrade can be secured,
- Transporting bulky corporate materials or
- The traveller has a preapproved medical reason or physical disability.

The safety of EVI employees always comes first!

EVI will reimburse actual and necessary expenses. This includes mileage in a privately-owned vehicle (POV), and related tolls and parking. Mileage costs will be reimbursed at the current government approved rate at the location of tax residency of the traveller.

5.13 Hotels and other accommodation

Hotel reservations shall be made through the FA. Failure to do so may result in no reimbursement of any incremental cost to EVI exceeding the rate, that would have been available otherwise. Exception: Hotels, which are part of a meeting/conference/trade show package may be used by notifying the FA to ensure, that EVI is receiving appropriate corporate rates when available.

Accommodation, that meets business and personal needs and offers good value at a low rate, should be selected whenever possible. EVI employees should use when available standard single room accommodations at medium range hotels (western European standard). Original receipts for all lodging must accompany the travel claim and be itemised by expense category (internet,

telephone for business use, parking, etc.). Mini bar (except water if not obtainable elsewhere) is not reimbursable. EVI employees will be reimbursed for actual lodging costs.

Hotels should in general not cost more than the amounts stated in Appendix 1:

https://europeanvaccine.sharepoint.com/:b:/r/sites/secretariat/Shared%20Documents/Templates/Administration%20%26%20Travel%20Management/Handbook/EVI_Travel%20Policy%20Appendix%201.pdf?csf=1&web=1&e=Kndekk

plus 20%. However in emergencies or non-availability of normal standard hotels suitable for work and/or not providing sufficient safety, Appendix 1 can be disregarded including in situations, where hotels have been pre-chosen e.g. as part of a conference.

It's in the discretion of the FA to decide on the choice of the hotel and the FA will at all times balance the need of cost effectiveness with quality and business purpose. Any incremental costs due to non-adherence of the traveller to the stipulations above may result in the non-eligibility to refund at the discretion of the FD.

For private accommodation only the reimbursement of actual reimbursable costs against receipts does apply.

Non-reimbursable accommodation expenses

The following items are non-reimbursable expenses:

- Purchase of clothing, luggage, toiletries and other miscellaneous personal items (if lost or stolen costs should be claimed against EVI travel insurance - if covered, otherwise private insurance should be used).
- Supplementary travel or car rental luxuries.
- Personal provoked fines, penalties.
- Personal entertainment and/or recreational expenses were not included in the price.

5.14 Hotel frequent guest programs

As with airline frequent flyer awards, travellers may retain awards derived from hotel frequent guest programs for business or personal use, but participation in these programs must not influence hotel selection, if it would result in incremental cost to EVI exceeding what is available through the EVI arrangements. Any such incremental costs are not reimbursable.

Room Guarantee/Cancellation

Unless otherwise instructed, all rooms will be guaranteed for late arrival with the EVI or traveller's credit card. Should it become necessary to cancel the reservation, the traveller must inform the FA or, if after business hours, call the hotel directly – or cancel via the booking website (upon reservation mode – by following the link in your confirmation email). It should be ensured that a cancellation number / confirmation is obtained. If the traveller fails to cancel, when there was sufficient time to have done so, and cannot provide a legitimate reason, any resulting “no-show” charge will not be reimbursed and charged to the traveller in case of a prepayment by EVI.

5.15 Visa and medical supplies

Visa and other legal documents are reimbursed against original receipts.

Medical supplies, e. g. malaria tablets are reimbursed where relevant and caused by business-related reasons, as well as vaccinations recommended by WHO the National Programme of Immunisation. It is recommended that EVI employees follow WHO recommendations (<http://www.who.int/ith/en/>). EVI strongly supports preventative measures against diseases where possible.

5.16 Per diem

To cover for any meal costs, incurred and borne by staff during business related trips, EVI staff only is entitled to receive a tax-free lump-sum per diem for the duration of his/her business-related stay away from his/her place of tax residence. The per diem amount is allocated from the time of leaving home or EVI office to the time of arriving back home or at EVI office to cover the costs of meals and beverages.

Per diem rates will be based on the location and duration of stay of the traveller away from his place of tax residence. Deductions from the per diem rates will be made for meals, directly paid by EVI or other third parties. A percentage is thus e.g. deducted for breakfast included in the price of a hotel, lunches/dinners taken with collaborators/business partners, staff working dinners paid for by a third party, meals provided on intercontinental flights etc. No other reimbursement of personal meal costs is envisaged.

The per diem rates and deductions are calculated according to the local regulations of the country of tax residency of the EVI staff, unless stipulated otherwise in the employment contract or the EVI travel or other policies. For travels to or within Germany, the German per diem regulations apply to all EVI staff, unless it is stipulated by employment contract differently. As all meal costs are to be covered by the per diem, no entitlement to reimbursement of actual meal costs (except in the case of business-related invitations) applies to EVI staff.

The current per diem rates can be found in Sharepoint:

Secretariat -> Travels -> EVI - Per Diem - tax-free travel allowance regulations:

<https://europeanvaccine.sharepoint.com/:f:/r/sites/secretariat/Shared%20Documents/Travels/EVI%20-%20Per%20Diem%20-%20tax-free%20travel%20allowance%20regulations?csf=1&web=1&e=62a6vj>

5.17 Management/team meetings

Management/team meeting meals with colleagues must have a demonstrable business purpose, which must be explained on the expense report. Unless otherwise approved by the PL,

reimbursement will be at actual cost, up to a maximum of €60 per person per meal. Examples of this category of expenses are:

- Group meeting expenses approved in prior.
- Hospitality for business guests or travellers from out-of-town facilities.
- The most senior-level traveller is required to pay for the business meal of traveller-to-traveller meals. The meal is to be approved in accordance with Point 5.17.

Team events for the introduction of a new employee, the farewell of a leaving employee or jubilees can be hosted income tax free with a cost reimbursement limit of 110€ per participant. In addition, general team events without a specific business purpose (such as a Christmas team event) can be hosted with a cost reimbursement limit of 110€ per staff per event twice a year income tax free.

5.18 Business meals

As with other business travel expenses, reimbursable expenses for business invitations must be supported by adequate records that clearly establish that they were (1) ordinary and necessary (i.e., not lavish, or extravagant), (2) reasonable in amount, and (3) incurred for a valid business purpose. The following data must be reported:

- Name(s), EVI affiliation(s), and business relationship(s) of all persons in attendance,
- Business purpose of the meeting and nature of items discussed,
- Original, itemised receipts.
- The EVI business invitation application-form needs to be used to document this data. It can be obtained on Sharepoint under:

Secretariat -> Templates -> Administration -> Travel_Business Invitation_Gifts

https://europeanvaccine.sharepoint.com/:w:/r/sites/secretariat/Shared%20Documents/Templates/Administration%20%26%20Travel%20Management/Travel_Business%20Invitation_Gifts/EVI_Business%20Invitation_Application_Form.docx?d=w9dc706701ced4b6c9254094492ba30af&csf=1&web=1&e=J3cxU6

The EVI business invitation form is to be approved by the PL (up to 3,000 EUR) or Senior Management (if the applicant is the PL or the cost amount exceeds 3,000 EUR) or their respective substitutes.

5.19 Expense reports

Process:

After finalisation of any approved business travel, reimbursable costs can be claimed by the EVI staff from EVI through EVI's SAP system. For the SAP internal process please refer to the following SAP memo on Sharepoint:

Secretariat -> Templates -> Administration -> SAP :

https://europeanvaccine.sharepoint.com/:p:/r/sites/secretariat/Shared%20Documents/Templates/EVI%20Templates/EVI_administrative%20templates/SAP/EVI_Memo-on-SAP-ByD-Html5-Processes.pptx?d=w09d260cdf6e04700afa0e376bea8e499&csf=1&e=UDfqGd

Recipients:

To: FA

Things to be noted:

- Settlement of the expense report always requires the approval of the relevant PL or person in charge in accordance with the EVI procurement policy.
- EVI international staff needs to additionally fill in the travel calendar of the respective trip, that forms part of the EVI TA International Staff, and add it to the cost vouchers in SAP.
- For the TC of external experts the required cost item information is to be filled in completely in the bottom part of the TA/TC form and the originally signed form together with the original cost vouchers are to be handed in to the recipients list above for processing.
- All original vouchers should be numbered in accordance with the respective item number, stated in the expense report.
- All original vouchers at the disposal of the applicant are to be added to the expense report, which refer to costs, borne by EVI. This also applies to costs, that have been paid by EVI directly and vouchers hereto, that have been made available to the traveller directly (such as hotel invoices), as those documents are required for accounting purposes. Those vouchers should be added to the expense report as a separate attachment.
- The TC field "German Expense y/n" in the TC form for external experts shall designate, whether the invoice has been issued by a company, with its seat of business and therefore tax-registered in Germany. It is not relevant, in which country the paid item has been bought.
- The number of meals, paid by EVI or other third parties, to be recorded in the travel calendar of the TC or within the expense report, shall also include cost free breakfast, lunch or dinner, provided in the hotel, during conferences/meetings or during a flight, even if the cost- free meals have not been consumed by the traveller. Invitations from business partners or other third parties are also to be considered as paid meals.
- For reimbursable costs, denominated in any currency other than Euro, the EVI-internal exchange rate will be applied for calculating the equivalent Euro-Amount, unless any other sufficient document is provided by the applicant, which certifies a different applied exchange rate and equivalent Euro amount at the time of purchase.
- Only invoices, which contain the following information as described qualify and are eligible for reimbursement:
 - name and address of the issuing party,
 - specification of services or goods provided,
 - date of issuance,

- invoice number (except for transportation tickets or invoices < €250 gross),
- invoiced amount,
- VAT included hereto (except for transportation tickets or invoices < €250 gross),
- tax registry or VAT ID number of the issuing party (except for transportation tickets or invoices < €250 gross),
- EVI's name and address as recipient (except for transportation tickets or invoices < €250 gross).

Booking confirmations, bank account statements or similar documents are no invoices and therefore are not reimbursable. If no invoice is available, **in exceptional cases and subject to sufficient reasoning for the non-availability of the original invoice** a replacement voucher can be duly filled in by the traveller with the required information and needs to be approved additionally by the PL in order to be reimbursed.

EVI replacement Voucher Form:

Secretariat -> Templates -> Administration -> Travel_Business Invitation_Gifts

https://europeanvaccine.sharepoint.com/:w:/r/sites/secretariat/Shared%20Documents/Templates/Administration%20%26%20Travel%20Management/Travel_Business%20Invitation_Gifts/EVI_Replacement%20Voucher_Form.docx?d=w165b5a181b264dc994aa74ee02d548ed&csf=1&web=1&e=jI0IJN

For the reimbursement of business-related invitation costs (such as business lunch/dinner) or costs for gifts to staff or external partners, the following application forms have to be provided in addition to the TC form.

EVI Business Invitation Application Form:

Secretariat -> Templates -> Administration -> Travel_Business Invitation_Gifts

https://europeanvaccine.sharepoint.com/:w:/r/sites/secretariat/Shared%20Documents/Templates/Administration%20%26%20Travel%20Management/Travel_Business%20Invitation_Gifts/EVI_Business%20Invitation_Application_Form.docx?d=w9dc706701ced4b6c9254094492ba30af&csf=1&web=1&e=RdxzGk

EVI Application Form for Company Related Gifts :

Secretariat -> Templates -> Administration -> Travel_Business Invitation_Gifts

https://europeanvaccine.sharepoint.com/:w:/r/sites/secretariat/Shared%20Documents/Templates/Administration%20%26%20Travel%20Management/Travel_Business%20Invitation_Gifts/EVI_Company%20Related%20Gifts_application%20form%20for%20reimbursement.docx?d=wcfbc9d42cf7b444b89e8f31d3989f6c7&csf=1&web=1&e=uD2mQM

Further details on the rules regarding the extension of gifts is included in the EVI procurement policy Annex 3.

Any missing or insufficient information, voucher or replacement voucher will result in the expense report to be returned to the applicant for correction/completion or non-eligibility of the payment item to reimbursement.

5.20 Honorarium Claims

EVI Honorarium Claim Form

Secretariat -> Templates -> Administration -> Travel_Business Invitation_Gifts
https://europeanvaccine.sharepoint.com/:x:/r/sites/secretariat/Shared%20Documents/Templates/Administration%20%26%20Travel%20Management/Travel_Business%20Invitation_Gifts/EVI_Honorarium-Claim-Form.xlsx?d=w90361363e9c1447daf5e0de4518f01b9&csf=1&web=1&e=4BQ0fo

Process:

Members of the EVI Scientific and Strategic Advisory Committee (SSAC) are entitled to a honorarium of €150 per full working day to cover their daily expenses when attending SSAC meetings in person. The event related data (Name of the participant, project category, project, project code, location and duration of the SSAC event), required in the honorarium claim form, has to be filled in by the meeting organiser and approved by the PL and ED before the SSAC meeting. The approval is additionally to be made available to the SFO and FA. The approved honorarium claim form is then to be provided by the meeting organizer to the participant. In order to claim the actual honorarium, the respective SSAC member has to complete the required information and send the signed form as original version to the recipient list, as below.

Recipients:

To: FA

Things to be noted:

- The individual honorarium can only be claimed against approved honorarium claim form by the PL and ED. Any unapproved claims will either have to be approved by the PL and ED a posteriori or cannot be reimbursed.
- All information needs to be filled in completely and the originally signed document needs to be returned by the SSAC member for reimbursement.
- The eligibility and calculation of the honorarium depends on the actual working time of the participant in the course of the event. Any work time of less than eight hours per day will be reimbursed pro-rata.