

# Eligibility Rules PA 6 (Workshops/Seminars)



## A) General Rules

### 1. Framework Conditions

This paper describes the framework conditions, under which applications can be made for funds for technical assistance for events (workshops/ conferences) on the implementation of the Danube strategy in the field of Priority Area 6. Funding is granted in line with the principle of cost reimbursement.

As a general rule, these costs are reimbursed only if they are incurred within the regional scenario of the European Strategy for the Danube Region. Cost refunds are received by those participants and organisers of the respective event, who are selected in advance by the Bavarian Coordinator of Priority Area 6 (hereinafter referred to as: PAC 6) in response to a request.

The costs are reimbursed on a subsidiary basis, i.e. only in those cases where no cost reimbursement is possible by other bodies.

VAT costs will only be reimbursed, if the applicant is not entitled to deduct input VAT

### 2. Application procedure

A precondition for reimbursement of costs is that an appropriate application be submitted to the PAC 6 by the organiser of the event.

Appropriate forms are available for downloading. The PAC 6 informs the applicant whether the application – or parts thereof – have been approved.

Eligibility for reimbursements commences on approval of the application and ends one month after implementation of the event.

Expenses incurred prior to approval are explicitly not eligible.

### 3. Substantiation of Costs

Applications for reimbursement are submitted by the participants and organisers of the events to an external service provider yet to be named by no later than 2 months after the event using a form provided by the PAC 6 to the organiser of the event within the scope of the application.

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## B) Specific Rules on Categories of Costs

### 1. Travel costs

- As a general rule, the most economical and, if possible, the most environmentally friendly method must be chosen;
- Daily allowances are not reimbursed;
- Airfares are only reimbursed, if the distance between home and destination is more than 400 km or travel by air is the most economical means of transport available;
- Use of private cars is not reimbursed unless this is the most economical means of transport and/or it involves a time saving. The cost reimbursement amounts to €0.30 per km driven;
- Evidence of costs will be provided in the form of supporting documentation such as, for example, travel tickets, airline tickets or other documents showing the costs incurred.

### 2. Accommodation

- Costs for accommodation are reimbursed up to the middle price level and a maximum of € 100 per person and per night; exceptions are made only in special cases stating the reasons;
- Evidence of costs will be provided in the form of supporting documentation such as, for example, hotel bills, documentation of overnight accommodation costs, etc.

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## 3. Catering

- Refundable costs are classified as follows:
  - For an event lasting up to 6 hours € 12.50 € per person and per day
  - For an event lasting over 6 hours € 25.00 per person and per day
- In the case of catering, the accounting basis is a so-called flat-rate
- Evidence of costs will be provided in the form of the signed list of participants

## 4. Miscellaneous costs

- Costs of other activities directly related to the meetings (e.g. excursions)
- Costs for renting rooms, technical conference equipment, etc.
- If applicable, translation costs (only if specifically justified)
- Costs for any speaker's fees
- Evidence of costs will be provided in the form of invoices or other documents required for payment