# GUIDELINES AND RULES FOR CLAIMING EXPENSES

**Fill in the Expenses form** and send it with all original tickets, boarding cards and receipts:

* **straight after the event:** by email to [platform@socialplatform.org](mailto:platform@socialplatform.org) – with the scanned versions of all the documents
* **not later than 1 month after the event:** by post to Social Platform, Square de Meeûs 18, 1050 Brussels, Belgium. All original receipts/boarding passes/invoices must be attached.

**Travel and accommodation**

Travel, accommodation and subsistence expenses must not exceed the best conditions available on the market nor be superior to the Commission's rules for those expenditures.

* Travel

Travel expenses will be reimbursed within the following limits:

* the journeys have to be carried out by the most direct and economic route and the return ticket should not exceed 300€;
* train journeys: second class ticket;
* air travel: special fares (Apex type) will be the normal basis of reference;
* car journeys: 0.22 EUR per km driven.
* Subsistence

Subsistence is allowed if you reside more than 100 km from the place where event is held and covers accommodation and actual expenses on the production of supporting documents. Actual expenses include local public transport and the main meals not included in the programme of the event.

* Meals will be covered up to 25€ per night spent abroad.
* If your hotel does not include breakfast, this can be covered up to 10€ per night spent abroad.
* Taxis will only be covered in case of late night arrivals, tight schedule to/from meetings or disabilities.
* Accommodation

The acceptable maximum accommodation cost is determined by the country where the event is held. In Brussels hotel accommodation shall not exceed € 110 per night. For each meeting one night will be covered by the Social Platform.

Hotel reservations are to be done by participants themselves. On the websites [Rates to Go](http://www.ratestogo.com/fr_fr/) and [Booking.com](http://www.booking.com/index.html?selected_currency=hotel_currency&aid=303948&label=bookings-naam-FAz34gfIGoTP2yMwgQI8*AS4013691321&sid=3f597632d0d3c5fb4473fd0dfd000638&lang=en-gb) you can book best rates Hotel rooms.

**Exchange rates**

The official monthly exchange rate of the European Commission is available [on this webpage.](http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en)

Please use the exchange rate corresponding to the month in which you have done your payment.