



IPA Travel Claim Rules

1. Travel support is only given after approval in advance and in writing by the Secretariat of the IPA
2. Claims should be submitted promptly after travel, and in any case no later than two months after the event for which funding was awarded
3. Original receipts, used boarding passes and hotel receipts, must be enclosed
4. All totals should be given in EUR on the form. For correct date exchange rates, please use the currency converter at www.oanda.com
5. Per Diems are awarded on a case by case basis by the IPA Secretariat. Filling the section related to Per Diems does not preclude payment of those by the IPA
6. The travel claim form must be completed in every detail with the requested documentation in order to be processed quickly

Mode of Travel

The least expensive mode of transportation, such as economy class in air transport, second class in trains or equivalent shall be used. In general, the IPA does not reimburse travel by taxi, unless the applicant can prove that travel by public transport was not available.

Accommodation

Reasonably priced hotels should be selected, not exceeding the rates given below. Rates given below are **maximum** rates. Reimbursement will be made in the amount of the hotel receipt. Only payment for the room should be claimed, not any meals or extras.

Per Diem Rates

Per Diems are awarded on a case by case basis through explicit writing from the IPA Secretariat. The per diem rates are for 24 hours. Travel days qualify for a half a per diem allowance.

IPA per diem rates

Region	Accommodation Max. in EUR	Per diem expenses in EUR
Country of the applicant	100	12
Rest of the world	100	24