

ECVision

European Research Network for Cognitive Computer Vision Systems

Request for Reimbursement of Costs

Please read the attached guidelines before completing this form.

NAME OF PERSON MAKING CLAIM:	
NAME OF MEMBER (IF DIFFERENT FROM ABOVE):	
ECVISION MEMBERSHIP NUMBER:	
ADDRESS OF PERSON MAKING CLAIM:	
SUMMARY OF CLAIM:	TRAVEL COSTS (€): COMPUTING COSTS (€): OTHER SPECIFIC COSTS (€): OVERALL TOTAL COSTS (€):
EURO BANK DRAFT TO BE MADE PAYABLE TO:	

Travel Costs

EVENT FOR WHICH COSTS ARE CLAIMED:
DATE OF DEPARTURE: DATE OF RETURN:
TRANSPORTATION COSTS (ATTACH TICKETS, RECEIPTS, ETC.): <i>PLEASE READ GUIDELINES</i>
SUBSISTENCE COSTS: <i>PLEASE READ GUIDELINES</i>
TOTAL TRAVEL COSTS CLAIMED (€):

For Office Use Only

Transaction Number:
Date of receipt of request:
Date of reimbursement:
Signed:

Computing Costs

DETAILS OF COST CLAIMED (PLEASE ATTACH INVOICES, RECEIPTS, ETC.):

TOTAL COMPUTING COSTS CLAIMED (€):

Other Costs

DETAILS OF COST CLAIMED (PLEASE ATTACH INVOICES, RECEIPTS, ETC.):

TOTAL OTHER COSTS CLAIMED (€):

Certification:

I hereby confirm that the costs detailed above are a true and accurate account of legitimate expenses incurred by the above-named person. I attached supporting evidence of these expenses.

Name of Member: _____

Signature: _____

Date: _____

After completing this form, please send it with all supporting documentation to:

**David Vernon
ECVision Network Coordinator
CAPTEC Ltd.
3 St. James' Terrace
Malahide
Co. Dublin
Ireland**

Guidelines on Submitting a Request for Reimbursement of Costs

1. Currency

All costs will be reimbursed in euro and all claims must be in euro. The relevant exchange rate must be shown where appropriate.

2. Eligible Costs

Four types of costs are eligible for reimbursement under the ECVision contract:

1. Personnel
2. Travel
3. Computing
4. Other project-specific costs

Consumables are not allowable expenses under this contract.

Costs are reimbursed in two distinct ways:

1. Travel, Computing, and Other costs are reimbursed to the member directly by the prime contractor.
2. Labour costs are reimbursed by the Commission to the member, via the prime contractor, following submission and acceptance of the consolidated six-monthly cost statement and after payment of the cost statement.

Claims for travel, computing, and other costs can be submitted to the prime contractor at any time and will be reimbursed by euro bank draft within one calendar month.

This form is to be used only for reimbursement of Travel, Computing, and Other Costs; Labour Costs can only be claimed by submitting a six-monthly cost statement.

No costs will be reimbursed unless the member has completed, signed, and submitted the Membership Agreement. Costs incurred before the Membership Agreement comes into force are ineligible.

With the exception of costs specified in Annex 1 of the ECVision contract (and annexed to the Membership Agreement), all costs must have the prior written approval of the Network Coordinator.

3. Procedure for Claiming Travel, Computing, and Other Costs

Travel, Computing, and Other Costs may be claimed by completing this claim form. All claims must be accompanied by appropriate supporting documentation (receipts, paid invoices, etc.).

3.1 Travels Costs

Travel costs relate to transportation and subsistence (food and accommodation) expenses incurred in connection with an ECVision-related trip, such as attendance at the six-monthly network meeting, visiting a member site as part of a specific action or as part of an area coordination meeting. In this respect, the following guidelines apply:

- The travel costs of only one person per member is allowable; if a member wants to send more than one person, then ECVision will reimburse costs up to the limit of €750 (see below).

- Several members per institute are allowed if they are in different laboratories/groups; in such cases they are deemed to be separate members sharing a common (institute) membership number.
- The maximum cost per trip per member is €750 (to include all travel, subsistence, and accommodation, cf. p. 22 of Annex 1 of the contract; additional funding may be made available in exceptional circumstances subject to prior written approval).
- The maximum allowable subsistence rate per day is the same as the normal Commission allowance of €150 per day and subject to the same rules (see below).
- Members may send delegates to meetings if they are unable to attend.

Notes on Transportation Costs

Actual transportation costs between the member's usual place of work and the meeting place may be claimed, on production of supporting documents, subject to the following conditions:

- For journeys by air, the amount claimed should not exceed the economy class fare and the cheapest price (APEX, PEX, or "excursion") must be sought.
- Where a journey is undertaken by car, the amount accepted shall equal the price of a standard class train ticket (including compulsory travel supplements) for the journey.

Notes on Subsistence

A daily subsistence allowance may be claimed, depending on the duration of the trip, as follows:

- 1 day trip, destination < 50km from place of origin: €75.
- 1 day trip, destination > 50km from place of origin: €150.
- 2 day trip (*i.e.* one overnight stay): €150.
- Each additional day / overnight stay: €150.

For example, a member departing Paris for Nice on 21/3/02, returning Paris 23/3/02, would be eligible for a subsistence allowance of €300.

3.2 Computing Costs

Computing costs include the costs resulting from the use of computer services and media at the disposal of the member in question. These costs must be substantiated.

3.3 Other Specific Costs

Other specific costs include

- "cost relating to the supply, and to the preparation and selection work, e.g. in the event of exchange of reference materials and products between participants"
- cost of organizing meetings (excluding personnel costs, travel costs)
- cost of publication of information concerning work carried out in ECVision
- direct costs related to setting up of financial guarantees

These costs must be substantiated.