

REIMBURSEMENT OF TRAVEL AND SUBSISTENCE COSTS IN TRALVU SEMINARS

For every person selected either as speaker or participant, the rules for the reimbursement of travel and subsistence costs are:

— Travel allowance

Each granted person is entitled to a fixed travel allowance which is determined by the European Commission to cover the travel cost from the place of employment to the place of destination and vice versa. The calculation of the travel allowance is based on the linear distance between the place of employment and the place of destination of the person travelling. To make this calculation, participants should access the European Commission's distance calculator to be found [here](#). The prices listed on the EC's website are meant for return travels and not one-way travels. Table 2 with the higher amounts should be used. No supporting documents are required.

— Subsistence allowance

The subsistence allowance is fixed to 300 EUR per participant or speaker. No supporting documents are required.