



## ESSE budget and reimbursement guidelines

The following *Budget and reimbursement guidelines* should be followed when:

- drafting the budget proposal for different ESSE grants (Bursaries, Collaborative project workshop scheme, Doctoral symposium);
- claiming reimbursement for carrying out activities as approved by the ESSE Board and/or the ESSE Executive.

Please note that it is acceptable to combine the ESSE funds with funds from other sources as long as the same refunds are not claimed twice.

### 1. Travel costs

Travel costs cover transport at national and international level, including transportation within and from the country of origin to the place of final destination. When planning or booking your travel arrangements, bear in mind that ESSE can cover only the travel expenses that are reasonable and represent lowest cost alternative given the nature and circumstances of required travel (e.g., economy class, budget airline, public transport).

When drafting a **budget proposal** for any of the ESSE grants (Bursaries, Collaborative project workshop scheme, Doctoral symposium), include all travel costs, noting down the airline and route. Minor daily local transportation costs should be excluded since they are eligible as subsistence costs (see section 3). For the Collaborative project workshop scheme, include all travel costs for each participant individually.

### 2. Accommodation costs

Accommodation costs cover nights at a suitable place of your stay, including breakfast. When planning or booking your accommodation arrangements, bear in mind that ESSE can cover only the expenses that are reasonable given the nature and circumstances of your stay.

When drafting a **budget proposal** for the ESSE grants follow the funding rules below:

the ESSE grant	eligible cost	max. amount
Bursaries Doctoral symposium	B&B accommodation	€80 per person per night
Collaborative project workshop scheme	<ul style="list-style-type: none"><li>▪ B&amp;B accommodation for two nights for each participant.</li><li>▪ Booking costs for meeting rooms should be covered by the host institution or be otherwise funded.</li></ul>	€80 per person per night



### 3. Subsistence costs

Subsistence costs cover sundry expenses incurred during your stay such as meals, local transportation costs in the case of ESSE grants, entrance fees, books, etc.

When drafting a **budget proposal** for the ESSE grants follow the funding rules below. Note that winners of ESSE grants do not have to produce receipts for subsistence expenses.

the ESSE grant	eligible cost	max. amount
Bursaries Doctoral symposium	sundry expenses throughout the stay	€30 per person per day
Collaborative project workshop scheme	sundry expenses for two days	€30 per person per day

### 4. Miscellaneous costs

Miscellaneous costs cover various eligible expenses connected to your activities, such as cost of visas, travel insurance, postage, bank transfer rates, currency exchange fees, etc.

### 5. Expense report

After completing the ESSE activity, you will be asked to submit the expense report together with the receipts to the ESSE Treasurer. In the case of the budget proposals (Bursaries, Collaborative project workshop scheme, Doctoral symposium), it is not expected that the amounts spent match the proposed budget exactly, and provided that money awarded for the grant has been spent on reasonable items connected with the activity for which ESSE is normally willing to pay, then slight mismatches between the proposed budget and actual spending are acceptable. Thus, for example, it might be that you were able to obtain a cheaper flight than originally expected, but that the cost of accommodation was a little higher than budgeted. If, however, the total spending was €50 or more below the amount of your grant, you will be asked to repay the balance. On the other hand, if you find that you unavoidably spent more than originally budgeted and the amount you were awarded, ESSE will not make up the deficit.