

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, ESSE conference parallel lecture speaker support, ESSE national conference plenary speaker support), include all travel costs, noting down the airline and route. Minor daily local transportation costs such as bus and tube tickets 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	€100 per person per night
Collaborative project workshop scheme	▪ B&B accommodation for up to three nights for each participant.	€100 per person per night



	<ul style="list-style-type: none">▪ Booking costs for meeting rooms should be covered by the host institution or be otherwise funded.	
ESSE conference parallel lecture speaker support ESSE national conference plenary speaker support	B&B accommodation for up to three nights	€100 per person per night

3. Subsistence costs

Subsistence costs cover sundry expenses incurred during your stay such as meals and local transportation costs (e.g., bus or tube tickets).

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	€50 per person per day
Collaborative project workshop scheme	sundry expenses for two days	€50 per person per day

4. Research costs

Research costs cover expenses directly linked to the research project such as admission fees, access to various resources, books, etc.

When drafting a **budget proposal** for the ESSE grants follow the funding rules below. Note that winners of ESSE grants will have to produce receipts for research costs.

the ESSE grant	eligible cost	max. amount
Bursaries	admission fees, access to various resources, books, etc.	€100 per grant

5. Administrative costs

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



6. ESSE Expense report

After completing the ESSE activity, you are required to submit the expense report together with the receipts to the ESSE Treasurer electronically. 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 in total. 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.

ESSE reimburses expenses in EUR only. With currencies other than EUR, add together the expenses, and convert the total amount to EUR. Your claim should reflect what it actually cost you to obtain the currency needed (include currency exchange slips or credit card accounts if necessary). You can find a useful currency converter at <http://www.xe.com/ucc/>, but the rates given there may not reflect what you actually spent to obtain the currency. In these cases, when completing the ESSE expense report in the Excel format, provide the converted amount in the column AMOUNT IN EUR (column I), and the amount in the original currency (column J) together with the exchange rate (column K) as shown below:

	A	B	C	D	E	F	G	H	I	J	K	
14		The European Society for the Study of English	www.essenglish.org	TRAVEL COSTS								
15												
16				DETAILS					AMOUNT IN EUR	ORIGINAL AMOUNT	EXCHANGE RATE	
17	rail											
18	air											
19	bus											
20	taxi											
21	other											
22	SUM								0,00 €			

Please note that you can insert new lines into the excel document (ESSE expense form), and that the Excel automatically calculates the sums, **so please do not delete the formulae in the cells.**



7. Eligibility of costs

When drafting the budget proposal or claiming reimbursement, please, double check if the expenses are eligible in the case of your support scheme. Please, use the table below as reference.

Costs	ESSE support scheme					max. amount
	Bursaries	Doctoral symposium	Collaborative project	ESSE conference parallel lecture speaker support	ESSE national conference plenary speaker	
Travel	✓	✓	✓	✓	✓	low-cost options
Accommodation	✓	✓	✓	✓	✓	€100 person/night
Subsistence	✓	✓	✓	✗	✗	€50 person/day
Research	✓	✗	✗	✗	✗	€100 per grant
Administrative	✓	✓	✓	✓	✓	
Overall max. amount in €	1,800	500	8,000	500	500	