



## Application form for travel expenses to ELAN Network events<sup>1</sup>

Organisation Name			
Organisation Type	Private Sector - SME		
Sector(s) of activity	Renewable Energies <input type="checkbox"/>	Information and Communication Technologies (ICT) <input type="checkbox"/>	
	Biotechnology & Bioeconomy <input type="checkbox"/>	Nanotechnologies <input type="checkbox"/>	
	Environmental Technologies <input type="checkbox"/>	New Materials <input type="checkbox"/>	
	Health <input type="checkbox"/>	Other <input type="checkbox"/> <i>Please specify:</i>	
Contact Person	<i>Please tell us your name</i>		<i>Please tell us your e-mail</i>
Event attendance		Registered?	Yes <input type="checkbox"/> No <input type="checkbox"/>
ELAN Network Member	<i>Please tell us with which ELAN Network Member you are discussing your participation</i>		
Objectives in the event	<i>Please describe your objectives in this event</i>		
Other information of interest / relevance	<i>Please include any other information you think may be relevant to your application.</i>		

### Conditions for Travel reimbursement:

1. Claims from SMEs will be the priority.
2. In case that more than one person attends from the same organisation, only one will be eligible for reimbursement.
3. The allocation of the budget will improve the geographic balance across European countries insofar as there are candidates from a variety of European countries to select from, and in particular stakeholders from countries in which ELAN Network has not yet managed to mobilise other funds will be prioritised.
4. Claimants will receive confirmation in writing from TECNALIA, either directly or through the ELAN Network partner, that their travel will be reimbursed.
5. On arrival at the event, claimants must sign the meeting attendance sheet each of the days in which they participate to be eligible for reimbursement at a later date, and participate in 80%+ of the event.
6. Travel and subsistence costs will be reimbursed, on receipt of an 'ELAN Network Expense Claim Form', no later than 8 weeks after the travel date. Claims received after this time period will not be processed.
7. Expense claims must be accompanied by hard copy receipts, evidence of travel, including tickets and boarding passes and proof of payment. In the event that required evidence is missing or not complete, further evidence will be requested before the claim is processed. Outstanding evidence must be provided within 21 calendar days or the claim will not be processed.
8. Expenses accepted include: Air travel in economy class, Hotel for the nights related to the event (generally 3 nights), other subsistence costs such as local travel.  
VAT and other indirect taxes are not eligible for reimbursement due to current EuropeAid financial regulations.
9. An invoice will be the expense claim form, however it must be accompanied by the same hard copy supporting documentation (receipts etc.).
10. The minimum claim threshold is €400. Claims for lesser amounts will not be processed.
11. A maximum reimbursement of €1,200 per person per trip will be made. However, claimants are requested to make reasonable efforts to use the most cost-effective route of travel.
12. Claimants having already benefited from a previous travel reimbursement from ELAN Network may claim a maximum of €600 and will have lower priority than new participants.
13. Claimants must also adhere to the provisions of their own organisation's travel policy.

<sup>1</sup> For the purposes of that which has been established in Spanish Organic Law 15/1999 of 13 December on the Protection of Data of a Personal Nature, we hereby inform you that your contact data will form part of a data file owned by TECNALIA Research & Innovation, aimed to keep you informed about the activities carried out by ELAN Network. You may exercise your right of access, rectification, cancellation or challenge by writing to [info@elannetwork.org](mailto:info@elannetwork.org) should you at any moment wish to modify or revoke the authorization you have granted.





# ELAN

European and Latin American  
Technology based Business Network

Red Europea y Latinoamericana para fomentar la co-generación  
y desarrollo de oportunidades de negocio basadas en tecnología.

European and Latin American network to promote the co-generation  
and development of technology based business opportunities.

## Annex I: ELAN Network Travel reimbursement claim form

To be submitted after the event

ELAN Network – Travel reimbursement claim form			
<b>Travel costs</b>			
<b>Event:</b>		<b>Location and date:</b>	
<b>Claimant (Person)</b>		<b>Claimant (Organisation)</b>	
<b>Amount claimed:</b>		<b>Reimbursement requested</b> (see rules 5-7):	
<b>ELAN Network member who supported</b>			
<p><b><u>Please bear in mind, the following rules:</u></b></p> <ol style="list-style-type: none"><li>1. On arrival at the event, claimants must sign the meeting attendance sheets to be eligible for reimbursement at a later date, and participate in at least 80% of the event.</li><li>2. Travel and subsistence costs will be reimbursed on receipt of the Expense Claim (see following rules), no later than 8 weeks after the travel date. <u>Claims received after this time period will not be processed.</u></li><li>3. Expense claims must be accompanied by hard copy receipts, evidence of travel including tickets and boarding passes and proof of payment. In the event that the required evidence is missing or not complete, further evidence will be requested before the claim is processed. Outstanding evidence must be provided within 21 calendar days or the claim will not be processed.</li><li>4. An <u>invoice</u> to TECNALIA will be required as claim form, however it must be accompanied by the same hard copy supporting documentation (receipts etc.). Such invoice will not include VAT if the claimant organization is not from Spain, since TECNALIA will declare such VAT according to applicable laws and regulations.</li><li>5. The minimum claim threshold is €400. Claims for lesser amounts will not be processed.</li><li>6. VAT and other indirect taxes are not eligible for reimbursement due to current EuropeAid financial regulations.</li><li>7. Claimants must also adhere to the provisions of their own organisation's travel policy.</li></ol>			
<b>Bank account details</b>			
<b>Name of account holder</b>	<b>IBAN</b>	<b>BIC code</b>	

Please attach your **supporting evidence** (hard copy receipts, proof of payment, etc.) and send it to: Javier Irazabal ([javier.irazabal@tecnalia.com](mailto:javier.irazabal@tecnalia.com)).

Date:

Name of claimant:

Signature of claimant (Stamp if available):

**Invoice Claim to:**

**TECNALIA Research & Innovation**

**Parque Tecnológico 700**

**48160 Derio (Bilbao), Spain**

**VAT No. ES G 48975767**

Reference: ELAN Network (pr. 043777)



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