

L.E.A.D.E.R. LEARNING PROGRAMME (EU PALP PROJECT) 2025-2027

Financial Ceilings and Daily Subsistence Allowances for Residential Events

The amounts below represent the maximum ceilings for reimbursement by the EUI for participation in residential events. Participants are expected to arrange and cover their own travel and accommodation in advance. Following each event, and upon submission of the required supporting documentation, eligible expenses will be reimbursed within the specified ceilings. Reimbursement will be based on the actual costs incurred, up to the applicable limits, and not on the full amounts indicated below.

Country	Per Diem*	Travel**	Accommodation
Bulgaria	1 * 50 EUR	500 EUR (return trip)	Max. 121 EUR (per night)
Croatia	1 * 50 EUR	500 EUR (return trip)	Max. 132 EUR (per night)
Greece	1 * 50 EUR	500 EUR (return trip)	Max. 134 EUR (per night)
Italy	1 * 50 EUR	500 EUR (return trip)	Max. 178 EUR (per night)
Latvia	1 * 50 EUR	500 EUR (return trip)	Max. 128 EUR (per night)
Poland***	2 * 50 EUR	500 EUR (return trip)	Max. 126 EUR (per night)
Romania	1 * 50 EUR	500 EUR (return trip)	Max. 109 EUR (per night)

* The per diem is provided for each day on which dinner is not included as part of the programme arrangements. It will not be paid in advance; instead, it will be reimbursed together with all other eligible expenses after the event, as outlined above.

** Travel costs should include airfare (or other means of transport, see below), taxi costs, and airport shuttle transfers.

*** As the event in Poland will take place over three days, with dinner provided on one of those days, participants will be entitled to two per diems (2 × EUR 50).

General rules:

All eligible expenses will be reimbursed by the EUI following the submission of an **online reimbursement form** at the respective EUI platform. The EUI has clearly distinguished **guidelines on the reimbursement of costs**, an overview of which can be found here below:

- The reimbursement claim has to be submitted within **maximum 2 (two) months** after the end date of each event;
- Reimbursements will only be processed upon the completion and receipt of the online form;
- All supporting documents (boarding passes, hotel payment receipt and invoice when issued, taxi receipts when foreseen, train tickets, etc.) must all be uploaded in PDF format in the online platform.

Covered transport options for arrival to host country:

- **Air travel:** economy class or equivalent, at the lowest available fare, taking into account the starting/end time of the event; **OR**
- **Train costs:** ticket including seat reservations and supplements for fast trains (max 150 EUR).

The EUI will not cover:

- Extra nights in the hotel – all eligible nights to be covered have to be strictly connected to the start and end date of the event. Other differences between single and double room, all other extras. Additional nights or extras may be covered directly by the participant;
- Car expenses between your home and the airport;
- Business class tickets for air travel within continental Europe;
- Meals which are not offered by the Institute.