"ACCOMMODATION AND TRAVEL POLICY"

Trade Union Platfor(u)m – 4th Edition

25-26th September 2025
SEK Headquarters, Cyprus

Costs for travel and accommodation will be covered by the ETUC in the context of this project for representatives of the 27 EU Member States and candidate countries. The following measures are essential in order to qualify for reimbursement by the European Commission in the context of activities it co-funds.

Costs for travel and accommodation for this project will be **reimbursed using unit costs**. However, participants are still required to keep proof of their travel, so it can be checked ex-post by the European Commission audit.

Travel costs will be reimbursed to the participant's bank account after the event and after the reimbursement form together with the originals of the following documents have been sent to the ETUC by post (*):

- The **reimbursement form** signed by the participant
- The travel justification document:
  - For air travel : all boarding passes (outward and return journeys for each part of the trip). Electronic boarding passes are accepted if they show the QR code.
  - Bus or Train travel: the outward and return journey bus or train e-ticket.
  - Car travel: A signed statement mentioning the following elements: name of the event you attended; towns of departure and arrival; car plate number; persons travelling with you if any.

(*) Without these documents or in case of no show, ETUC will not be able to reimburse your travel costs.

1. Accommodation costs

ETUC will book the hotel for confirmed participants, who register within the deadline, for two nights from 25-27th September.

In case your flight schedules don't allow you to arrive on time on 25th September, you can book an extra night on 24th September that will be reimbursed using our reimbursement form. Please note that the maximum amount we can reimburse as set by the EU is 120 EUR.

All additional nights will have to be booked and paid by the participants themselves.

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2. Travel costs

⚠ **Please read this carefully as the rules have changed!** ⚠

According to the new financial rules for EU grant applications, travel costs will not be reimbursed on the basis of real costs, but as **lump sums/unit costs**, depending on the distance travelled.

Methods to calculate the amount reimbursed are explained below.

For return travels between 50 and 400 KM: land travel will be required.

Please refer to the tables below to know the lump sum you will be entitled to (intra or international):

- **For Intra-member state (within a country):**

Country	Amount in EUR Per Return Trip
AT	60
BE	46
BG	12
CZ	20
DE	64
DK	76
EE	16
EL	36

Country	Amount in EUR Per Return Trip
ES	52
FI	36
FR	64
HR	36
HU	28
IE	36
IT	52
LT	20

Country	Amount in EUR Per Return Trip
LV	16
NL	49
PL	20
PT	40
RO	16
SE	56
SI	27
SK	20

- **For inter-member states (between two countries):**

MS	AT	BE	BG	CZ	DE	DK	EE	EL	ES	FI	FR	HR	HU	IE	IT	LT	LU	LV	NL	PL	PT	RO	SE	SI	SK
AT				58	65						64	58	58		58					58		58		58	58
BE					82						82						50		82						
BG								37				36	26									17			
CZ	58				65						64	36	26							20		19		37	21
DE	65	82		65		76					82	65			65		82		65	65				65	
DK					76														76				76		
EE																22		22							
EL			37																						
ES											82										54				
FI																							55		
FR	64	82		64	82				82						82		82		82						
HR	58		36	36	65								36		50							36		37	
HU	58		26	26								36			50					26		26		37	26
IE																									
IT	58				65						82	50	50											50	
LT							21.5											19		20					
LU		50			82						82								82						
LV							21.5									19				20					
NL		82			65	76					82						82								
PL	58			20	65								26			20		20				20			21
PT									53																
RO	58		17	19								36	26							20					21
SE						76				54.7															
SI	58			37	65							37	37		50										37
SK	58			21									26							21		21		37	

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<u>For return travels of more than 400 km</u>: you can either:

- Travel only by air
- Travel only by train
- Combine both

For these travels, please refer to the table below to know the lump sum you will be entitled to:

Distance band (in km) one-way trip[1]	Amount in EUR per Return Trip	Distance band (in km) one-way trip	Amount in EUR per Return Trip
400-600	245	2501-3500	541
601-800	261	3501-4500	659
801-1200	276	4501-6000	796
1201-1600	288	6001-7500	900
1601-2000	369	7501-10000	1201
2001-2500	429	10001-Max	1376

All distances to be measured using either the rail or flight calculator at the following website: https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en

For example: a meeting takes place in Berlin and you depart from Brussels. Then you take the distance calculated by the website (Brussels to Berlin is 640km), and this one-way distance gives you the corresponding band to define the lump sum you are entitled to. In this case (640km) the amount for your return trip is 261 €.

3. Subsistence costs:

The Daily subsistence allowances (DSA) are paid in addition to costs for accommodation/travel. These differ according to the destination country, to cover the costs of meals and other incidental expenses (such as local travel).

For this event, the DSA will be calculated after the event based on the catering expenses.

[1] This is the one way distance between the departure and arrival point, corresponding to the amount for the return journey.