



Re-granting 2023 Budget Information

02.03.2023



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Agenda

1. Introduction
2. How to fill the budget template?
3. How to budget for travel expenses?
4. Contacts
5. Questions





Introduction

- **Budget template**
 - ID form
 - List of activities
 - Forecast budget calculation
 - Budget form
 - Budget per activity
 - Gantt

- **Travel expenses**
 - Unit cost
 - Actual cost



Budget template



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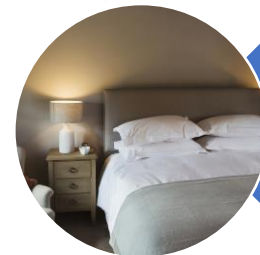
Travel expenses



Travel



Subsistence



Accommodation



Unit cost

- The start and end point will normally be the place of employment of the person
- All unit costs are an amount to cover a return trip. However, the calculation of the distance should be done based on the one-way distance between the points
- Land travel between 50 and 399 km normally covers travel by bus and rail. Car travel is eligible
- Use travel calculator for calculating the distance between two points for rail or air travel
- The costs must be calculated, for each travel and person travelling, in accordance with the methodology set out in Decision C(2021)351



Subsistence & accommodation

amount per unit
(amount depending on
country)



days spent on travel



Subsistence

- Subsistence unit costs are for a 24-hour period. Rounding to the nearest full day

amount per unit
(amount depending on
country)



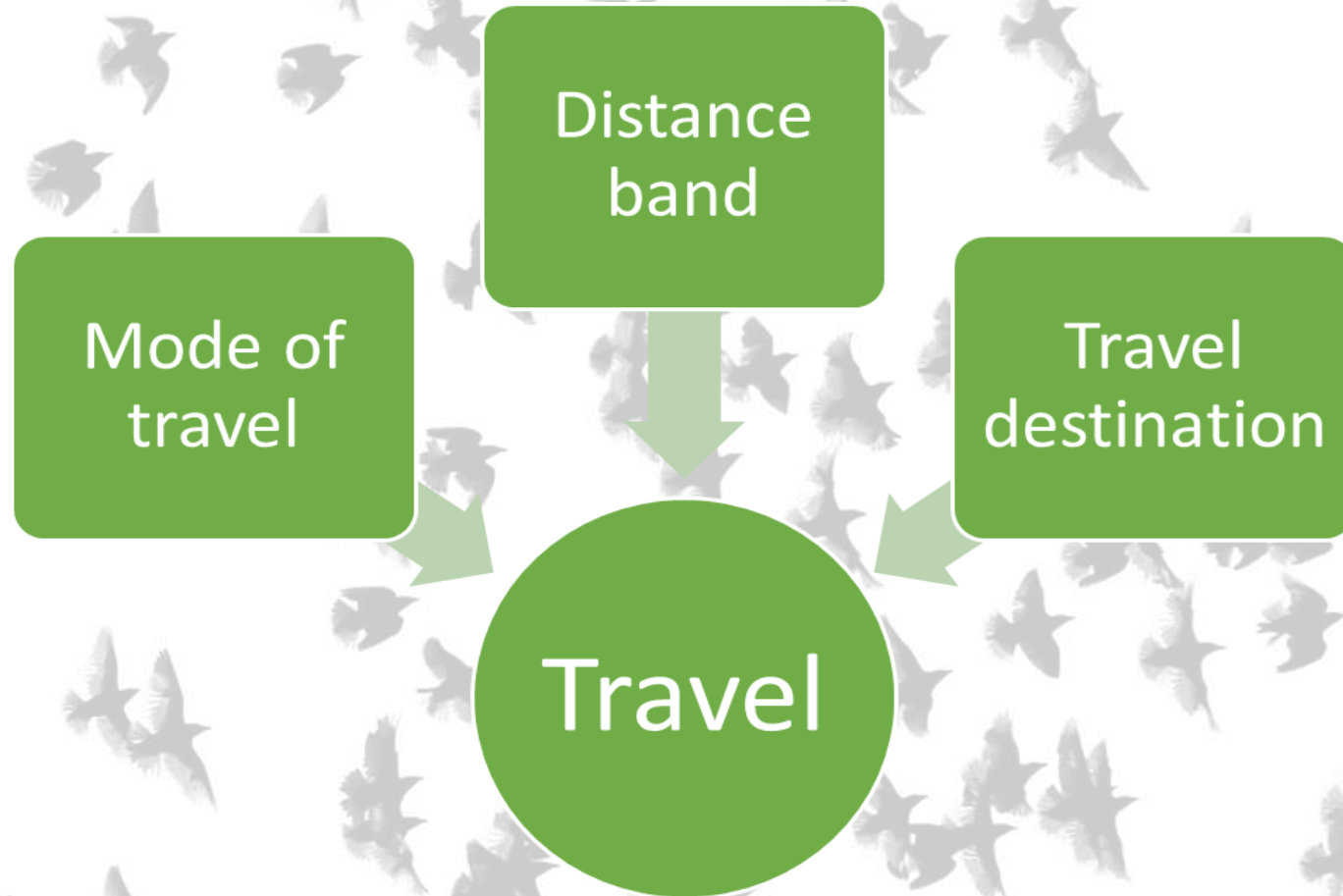
nights spent on travel



Accommodation



Travel





Travel expenses calculation

- Travel only by air ($\geq 400\text{Km}$)
- Travel only by rail ($\geq 400\text{Km}$)
- Combined air and rail ($\geq 400\text{Km}$)
- Travel only by land (between 50 - 399km)
 - Intra-member state travel
 - Inter-member state travel

Exceptional situations

- Air travel : travel between EU and one of EU's outermost regions and overseas countries and territories (OCTs)
- Land travel :
 - journey of less than 400 km **not** covered by land transport
 - travel to/from places **more than 400 km from a primary airport**
- Start and end point of the travel **differs**
- A trip involves **3 journeys**



Travel only by air ($\geq 400\text{Km}$)

Florence

02.05.2023

11:15

Berlin

04.05.2023

18:55

**Meeting on
03.05.2023**

3 days

2 nights

Cost category	amount per unit (depending on country)	Days/nights spent on travel	Total unit cost for the travel
Subsistence	97,00 €	3 days	291,00 €
Accommodation	119,00 €	2 nights	238,00 €



Unit travel cost

amount depending on
distance band



no. of journeys



Travel by air above
400km

- Distance band : 801-1200
- Amount depending on the distance band = 221,00 €



Travel only by rail ($\geq 400\text{Km}$)

Amsterdam
05.06.2023
11:00

Copenhagen
08.06.2023
10:00

**Meeting
on 06th
& 07 th**
4 days
3 nights

Cost category	amount per unit (depending on country)	Days/nights spent on travel	Total unit cost for the travel
Subsistence	124,00 €	4 days	496,00 €
Accommodation	158,00 €	3 nights	474,00 €



Unit travel cost

amount depending on
distance band



no. of journeys



Travel by rail above
400km

- Distance band : 601-800
- Amount depending on the distance band = 209,00 €



Combined air and rail ($\geq 400\text{Km}$)

Florence



Berlin



Hamburg

- Subsistence = 97,00 €
- Accommodation = 119,00 €

amount depending on
distance band



no. of journeys



Travel by air above
400km

- Distance band : 801-1200
- Amount depending on the distance band = 221,00 €



Travel only by land (between 50 - 399km)
Intra-member state travel

Graz



salzburg

- Subsistence = 102,00 €
- Accommodation = 126,00 €

amount for intra-
Member State



number of journeys



Travel cost

- Amount for intra-member state= 60,00 €



Travel only by land (between 50 - 399km)
Inter-member state travel

Graz



Zagreb

- Subsistence = 75,00 €
- Accommodation = 104,00 €

amount for inter-
Member State



number of journeys



Travel cost

- Amount for inter-member state= 58,00 €



Exceptions

- Journey of less than 400 km not covered by land transport

E.g. Helsinki/Tallinn

unit cost for air travel
(400-600 km)



number of journeys



Unit travel cost

- Travel to/from places more than 400 km from a primary airport

E.g. certain regions in Finland

Relevant unit cost for
air travel



150 % number of
journeys



Unit travel cost



Exceptions

- The end point of travel is different from the start which is necessary for the implementation of the action.



- unit cost can be calculated using the longer of the distances





Exceptions

- Where the trip involves 3 journeys and is necessary for the implementation of the action



- unit costs can be calculated based on 2 separate return flights





Exceptions

- Air travel : travel between EU and one of EU's outermost regions and overseas countries and territories (OCTs)

Berlin



Greenland

- Subsistence & accommodation: rate for the **relevant Member State** can be used as a proxy amount.
- Relevant EU member state : **Denmark**
- Subsistence = 124,00 €
- Accommodation = 158,00 €

specific unit cost for
that OCT



number of journeys



Unit travel cost

- Travel cost = 1.118,00 €



Actual cost

- Not covered by one of the unit costs mentioned in Decision C(2021)352
 - travel between 50 and 300km in a non-EU country
 - travel between 50 and 300km and between a Member State and a non-EU country
 - land travel between 50 and 300km in Luxembourg, Cyprus, or Malta.



Contact points

Bremni Thevarajah – financial and budget questions

b.thevarajah@work-with-perpetrators.eu

Ola Kurowicka - re-granting officer

o.kurowicka@work-with-perpetrators.eu

+49 151 54982485



Questions

