

## TRAVEL EXPENSES - guidelines

This budget category covers travels needed for the action, broken down in the following subcategories:

- Travel
- Accommodation
- Subsistence

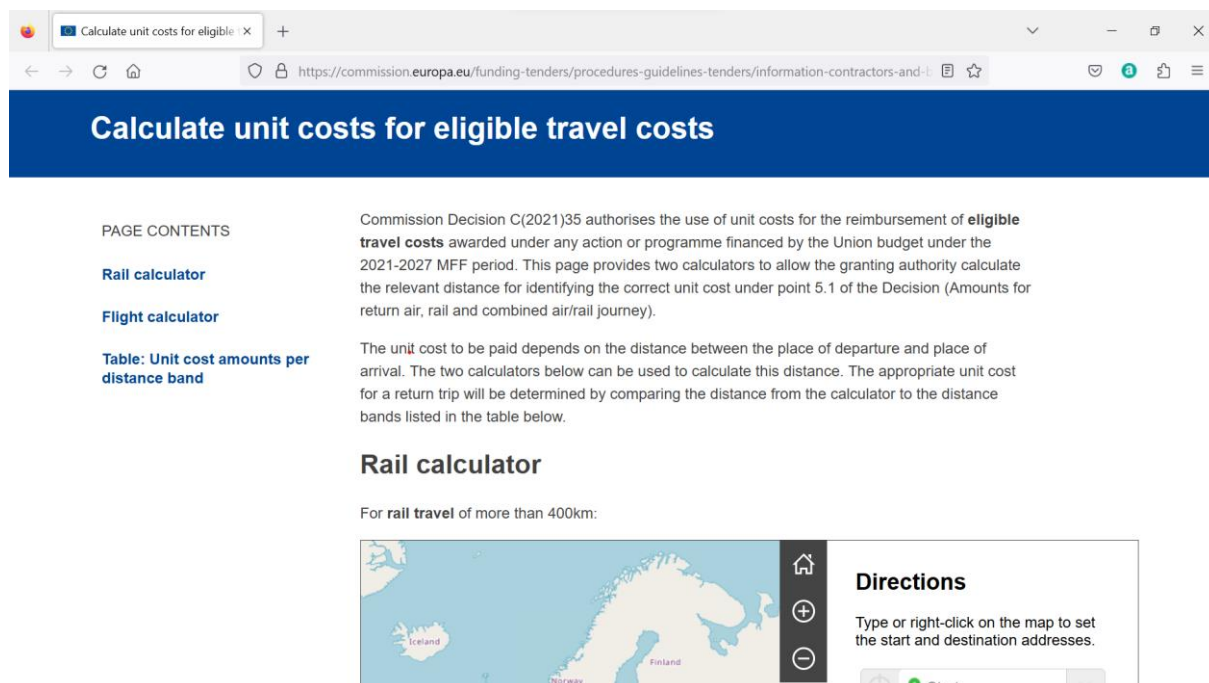
### Unit Cost

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.

- ✓ Accommodation: amount per unit (amount depending on country) x nights spent on travel
- ✓ Subsistence: amount per unit (amount depending on country) x days spent on travel

Subsistence unit costs are for a 24-hour period. The amount of unit costs to be declared and should be calculated by rounding to the nearest full number of days.

For calculating the distance between two points for rail or air travel, please use [Calculate unit costs for eligible travel costs \(europa.eu\)](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-1).



**Calculate unit costs for eligible travel costs**

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Commission Decision C(2021)35 authorises the use of unit costs for the reimbursement of **eligible travel costs** awarded under any action or programme financed by the Union budget under the 2021-2027 MFF period. This page provides two calculators to allow the granting authority calculate the relevant distance for identifying the correct unit cost under point 5.1 of the Decision (Amounts for return air, rail and combined air/rail journey).

The unit cost to be paid depends on the distance between the place of departure and place of arrival. The two calculators below can be used to calculate this distance. The appropriate unit cost for a return trip will be determined by comparing the distance from the calculator to the distance bands listed in the table below.

### Rail calculator

For **rail travel** of more than 400km:

**Directions**

Type or right-click on the map to set the start and destination addresses.

Start

The start and end point will normally be the place of employment of the person.

The costs must be calculated, for each travel and person travelling, in accordance with the methodology set out in Decision C (2021)35<sup>1</sup>.

Land travel between 50 and 399 km normally covers travel by bus and rail. Car travel is eligible.

### Travel, subsistence, and accommodation

- by air above 400km: amount depending on distance band x no. of journeys (e.g. below)

From	To	Mode of travel	Distance (km)	Travel per return trip	Subsistence per day	Accommodation per night
Florence	Berlin	Flight	983,78	276,00 €	97,00 €	119,00 €
Berlin	Barcelona	Flight	1.468,38	288,00 €	88,00 €	117,00 €

- by rail above 400km: amount depending on distance band x no. of journeys (e.g. below)

From	To	Mode of travel	Distance (km)	Travel per return trip	Subsistence per day	Accommodation per night
Berlin	Stuttgart	Train	633.80	261,00 €	97,00 €	119,00 €
Amsterdam	Copenhagen	Train	621,64	261,00 €	124,00 €	158,00 €

- combined air and rail above 400 km: amount depending on distance band x no. of journeys (e.g. below)

From	To	Mode of travel	Distance (km)	Travel per return trip	Subsistence per day	Accommodation per night
Florence	Berlin - Hamburg	Flight & Train	1.090,61	276,00 €	97,00 €	119,00 €

<sup>1</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel_en.pdf)

- land travel (50 - 399km) in 1 Member State: amount for intra-Member State x number of journeys  
(e.g. below)

From	To	Mode of travel	Distance (km)	Travel per return trip	Subsistence per day	Accommodation per night
Berlin	Hamburg	Bus/Train/Car	285,20	64,00 €	97,00 €	119,00 €
Graz	Salzburg	Bus/Train/Car	209,30	60,00 €	102,00 €	126,00 €

- land travel (50-399km) between 2 Member States: Amount for inter-Member State travel x number of journeys  
(e.g. below)

From	To	Mode of travel	Distance (km)	Travel per return trip	Subsistence per day	Accommodation per night
Prague	Berlin	Bus/Train/Car	349,10	65,00 €	97,00 €	119,00 €
Graz	Zagreb	Bus/Train/Car	185,20	58,00 €	75,00 €	104,00 €

- travel between EU and one of EU's outermost regions and overseas countries and territories (OCTs): specific unit cost for that OCT x number of journeys

Subsistence & accommodation: For the EU's outermost regions or OCTs, the rate for the relevant Member State can be used as a proxy amount. (e.g. below)

From	To	Mode of travel	Relevant EU member state	Travel per return trip	Subsistence per day	Accommodation per night
Berlin	Greenland	Flight	Denmark	1.118,00 €	124,00 €	158,00 €
Graz	French Guiana	Flight	France	905,00 €	102,00 €	166,00 €

- journey of less than 400 km not covered by land transport (e.g. Helsinki/Tallinn): unit cost for air travel (400-600 km) x number of journeys
- travel to/from places more than 400 km from a primary airport (e.g. certain regions in Finland): relevant unit cost for air travel x 150% number of journeys
- Where the end point of travel is different from the start, the amount to be declared will be for same starting point unless the different end point is necessary for the

implementation of the action. In that case, the unit cost can be calculated using the longer of the distances (e.g. if travel from Dublin – Brussels – Athens is justified for the action, the unit cost to be applied can be calculated on basis of flight from Brussels – Athens).

- Where the trip involves 3 journeys and is necessary for the implementation of the action (e.g. Madrid – Brussels – Berlin – Madrid), the unit costs can be calculated based on 2 separate return flights: Madrid – Brussels and Berlin – Madrid.

### **Actual cost**

If a particular instance of travel, accommodation or subsistence in the action is not covered by one of the unit costs mentioned in Decision C(2021)35<sup>2</sup>, the costs should instead be declared as costs actually incurred (in same way as ‘Travel and subsistence as actual costs’ below).

The following specific cases should be declared based on costs actually incurred:

- 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.

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<sup>2</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel_en.pdf)