



Guideline Expenses Claim

The purpose of this document is to guide persons involved with official business of COTEC (for example Experts, members of the Executive Committee) who are completing a expenses claim form as to what information is required.

General information

The expenses claim form is provided digitally as a Word- or Excel-template. You may choose either to work with. Bear in mind that the Excel-sheet will calculate the total amount of your claims while in the Word-Documents you will have to do the calculation yourself.

Claims can be made up to **six weeks** after the date of the event. Decisive is the date on which information about the claim reaches VP Finance. You therefore may send your claim digitally first to make sure you stay on time.

Incomplete or unclear forms will not be reimbursed. You will be contacted by VP Finance to clear any issues that may arise to make sure they are settled in a timely manner. In general all claims will be paid as soon as possible.

For digital claims you will always receive an acknowledgement of receipt via email by VP Finance.

Some costs may be reimbursed previous to the date of the event including invoices for flights and/or hotel bookings. These invoices can be send electronically as they are usually provided in this form. Please contact VP Finance prior to booking to agree about the procedure in your case.

Filling out the Expenses Claim form

Begin with filling out your personal data at the top of the form. If you attended different meetings you want to claim in one form please state explicitly which one including dates. Please make sure especially your bank details are correct and check for typos.

Fill in the table with the expenses you have made. Please make sure you number the **>receipts** (see below) accordingly and make a new number for each receipt. Please don't sum up all receipts of one kind (e.g. food expenses) but list every receipt separately.

If payment was made in foreign currency also fill in the equivalent amount in Euro. Reimbursements are made in Euro by default. Please state if you would like to be reimbursed in another currency when sending in your claim.



Receipts

Make sure you collected all receipts you want to claim as for every position listed on the claim form an according receipt has to be presented. Lost receipts cannot be reimbursed.

According to legal procedures receipts have minimum requirements regarding the information they hold so they can be reimbursed. This may differ to the procedures of your home country.

- **Credit card slips without the sales receipt attached cannot be reimbursed**
- **The following information has to be on the receipt (minimum requirement):**
 - *Name of the company*
 - *Item(s) paid for*
 - *Individual amount of item(s)*
 - *total amount of payment*
 - *Declaration of tax paid*

To ensure prompt handling of your claim make sure every receipt is numbered according to the number (table) on the expenses claim form.

Sending the claim

You may send the claim in digital form to VP Finance for preliminary information. For receipts which only have a digital form (for example flight tickets, digital invoices), a digital claim is sufficient. For claims which include hardcopies, it is necessary to also post the claim including all original receipts (hardcopy) to VP Finance to complete your claim due to tax documentation of COTEC. Other arrangements including handing over receipts in person may be agreed upon with VP Finance.

Digital claim

Your digital claim has to include the first page of the Expenses claim form in either Word-, Excel- or PDF-Format.

The according receipts have to be attached in PDF format. Forwarding an e-mail only is not sufficient as you have to provide a document that fulfils the above minimum requirements.

Please name the file according to its number on the expenses claim form.

Hardcopy

Print the first page of the expenses claim form. You may fill it out by hand. If you do, please make sure everything is readable and use a non-erasable pen.

Number all your receipts according to the number on the table on the expenses claim form.

Please do not staple receipts as this might damage important information on the receipt. If necessary use a paper clip to hold receipts together.



Costs that can be claimed

- Travel costs
 - according to receipts of air, train or bus tickets or taxi receipts
 - Mileage (according to German law)
If you travel with your own car, you can claim 0,30 € per km you drove.
You have to state your home address as well as the address of the venue visited.
Please also include kilometers travelled (you may use Google Maps to look this up)
- Accomodation
- Meals (if not paid for at the meeting)
- Registration fees

- Costs have to fit the purpose of the meeting, for example Project group meeting >items/costs listed in project proposal
- Other costs have to be agreed upon with Executive Committee/VP Finance in advance, for example gifts