



ERASMUS+ STUDENT AND ALUMNI ASSOCIATION

Reimbursement rules for self-organised events

CMS: Go Social with ESAA – Organise your own event worldwide – Career opportunities

This document explains in detail what can be reimbursed, how bigger amounts of money can be pre-financed by the icunet and how you get your money back.

What does reimbursement mean?

The idea is that the organiser pre-finances the event. The costs are reimbursed AFTER the event upon the submission of all original receipts. As this might become a bit expensive, you can also ask icunet to pre-finance invoices over 200 EUR (each invoice needs to exceed the amount of 200 EUR, smaller amounts cannot be accepted). Travel costs of individuals or the event organiser cannot be pre-financed.

The event organiser is the responsible contact person for icunet for the pre-financing and reimbursement process. She/he is in charge of submitting the pre-financing invoices and one complete summarized final reimbursement form.

What kind of costs can be reimbursed?

- **Trainers/Speakers**
- **Material** for the conference (i.e. printing costs, renting for projectors, technical equipment, promotion material)
- **Food** (coffee break, lunch and/or dinner) for the day of the event itself – not prior or after the event's day! Alcohol is only allowed for dinner. Only beer and wine (2 glasses per person maximum)
- **Accommodation** (if the participants travel from outside the city and only if the event lasts at least one whole day). Only twin rooms, no single rooms, reasonable **accommodation costs**, if necessary to attend (for example, hostels are acceptable, anything above 3 stars only after approval from respective CMS Working Group taskforce).
- **Transportation:**
 - o Public transport (second class)
 - o Trains (second class)
 - o Flights (economy class). Flight costs that are reasonable in relation to the event concept can be reimbursed (please, take into consideration that the budget line for the flight costs has to be approved by responsible from CMS)
 - o Private cars (gasoline is reimbursed upon submission of the original receipt, in case icunet has questions regarding the driven distance, we will email you to proceed with your reimbursement)
 - o No taxis, unless special circumstances are given, which have to be described in an enclosed justification letter and are subject to special approval afterwards. There is a chance that taxis costs are not covered due to unsatisfying explanation.
- **Reimbursement of the travel costs of the participants:** Every participant is responsible for her/his own reimbursement. All receipts generated by individuals (trainers/speakers/participants) must be submitted to the event organiser, who is



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responsible for submission of one complete summarized final reimbursement form after the event.

- **Other:** If you want to spend money for things not mentioned in the list, please get the approval contacting the CMS Working Group taskforce:
 - cms-career-opportunities@esaa-eu.org
 - cms-social-activities@esaa-eu.org
 - cms-worldwide-activities@esaa-eu.org

Any changes or modification in the budget line have to be communicated and/or requested by the respective CMS Working Group taskforce. In case of approval the accepted changes have to be communicated to the service@esaa-eu.org with respective CMS Working Group taskforce in copy.

If you have a question, please contact us **BEFORE** spending any money: service@esaa-eu.org.



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How do I get my money back?

1. Fill in the online reimbursement form: <http://reimbursement.oceans-network.eu/>
2. Provide the originals of all tickets/invoices/receipts/boarding passes (comprehensive print outs) to the service provider:
ICUnet.AG
Eike-Maria Hinz
Barbarastr. 5
50735 Cologne
Germany
3. Make a copy or scans of **all** your original documents, in case the letter to the service provider gets lost, please send your letter with a tracking number if possible.
4. The reimbursement claim including the originals must be submitted **not later than two weeks after the event/activity**.
5. The processing of the reimbursement is facilitated within two weeks upon the physical arrival of the original letter to the icunet office (Cologne, Germany). The service provider sends a confirmation e-mail to the participant (please check your spam folder) once the original receipts and filled reimbursement form are correctly finalized. Please keep in mind that the duration of money transfer afterwards can take between 1-2 weeks depending on your bank and its procedure of incoming transfers.
6. The event organiser will need a bank account with SEPA / SWIFT bank account, no Western Union.
7. ESAA is supported by the European Commission, and Euro [€] is the main currency of all ESAA activities. Therefore, please make sure that your bank account can accept payment in EUR. Should this not be the case, please indicate the target currency for payment in the reimbursement form in the field "other bank information".
8. Costs in **other currencies** than the Euro are converted automatically by the online reimbursement tool using the **official monthly exchange rate** of the European Commission.
Therefore participants only have to indicate the expenses in the **local currency** and give the **exact date of the receipts**.

We ALWAYS need a receipt, otherwise we cannot reimburse the costs!

For more details, please click [here](#) and check out the reimbursement information.



Pre-financing by ICUnet.AG

- 1) ICUnet pre-finances invoices **over 200 EUR** under the following conditions:
 - a. Must be submitted to service@esaa-eu.org at least **10 calendar days** before the date the transfer must take place. Please note that we cannot transfer money within less than 10 calendar days!
 - b. The invoice must be issued to exactly in this format, otherwise it will not be accepted:

1st line:	ICUnet.AG
2nd line:	Erasmus+ Student and Alumni Association
3rd line:	Barbarastr. 5
4th line:	50735 Cologne
5th line:	Germany

- c. Include the **VAT number of the company** you hire.
 - d. The original invoices for pre-financing must be sent to icunet but should NOT be included into online reimbursement form.
 - e. For invoices within the Single Euro Payment Area indicate:
 - Bank name
 - Account name
 - Bank address
 - IBAN
 - SWIFT-/BIC-code
 - f. For invoices outside SEPA the participant is obliged to indicate:
 - Bank name
 - Account name
 - Bank address
 - IBAN or Account Number
 - SWIFT-/BIC-code
- For pre-finances in Australia additionally BSB number is required.
- g. ESAA is supported by the European Commission, and **Euro [€]** is the main currency of the ESAA budget and activities. Invoice must indicate the end price in Euro. Should this be not possible, please indicate the **target currency** for payment in the invoice.

Note: We will not execute any payment if the criteria a.-g. are not fulfilled!

Feel free to contact the ESAA Service Provider with any questions: service@esaa-eu.org

ESAA pre-financing invoice template

ICUnet.AG
Erasmus+ Student and Alumni Association
Barbarastr. 5
50735 Cologne
Germany
VAT 212813662

Invoice

No. XY

Date of invoice: Today's date

Service date: Date when services were performed

Quantity	Decription	Total
	Expenses 1	
	Expenses 2	
	Expenses 3	

Total Amount Due

Name of service provider company

Tax ID: XYZ

Bank name and address

Bank account name

BIC/SWIFT code

IBAN/ account number

Payment is due within 10 days.