



# Flat Rates for Subsistence and accommodation



# 1. Legal basis:

- Commission Decision adopted on 23 March 2009
- To be included in Work Programmes (from 2010)



## 2. When can be used:

- For any funding scheme
- By any beneficiary
- On optional basis
- On a project by project basis
- If mentioned in the Work Programme
- Travel related to the project



### 3. What is covered:

- Daily allowances and ceiling for hotel expenses (not travel expenses)
- Series of flat rates for subsistence costs applicable for missions of Commission officials in MS and non-MS
- Rates reviewed and revised regularly  
Will be available in CORDIS



## 4. In practice:

- Beneficiaries identify in grant negotiation the travel intended including countries and days
- This global amount may vary during the lifetime of the project
- FP7 reimbursement rates would be then applied to flat rates
  - e.g. for subsistence relating to research costs, a 75% reimbursement rate would apply for SMEs



## 5. Consequences:

- Ex-post control to check that:
  - The trip took place – boarding pass, train ticket etc
  - The dates and duration declared – i.e. minutes of meeting, attendee list
  - Trip is business trip and relevant to the project



## 5. Consequences: Simplification

- Generally small amounts of money but lots of paperwork – (needed to be kept for audit trail)
- Use of flat rates for subsistence and hotel costs - No need to keep other paperwork: restaurant bills, hotel invoices, taxi receipts, metro tickets, telephone calls charged etc.