

Dear :

Thank you for your e-mail.

Apart from Financial Guidelines there is no other internal document on reporting of travel costs incurred within the project.

Therefor we accept as valid beneficiary's usual practices on travel costs and recording expenses in the organisations' accounting records.

If a member of the project travels by private vehicle instead of public transport, actually incurred expenses (as evidenced by relevant supporting documents) will be refunded and they should not exceed the rate of first-class train travel or, failing this, another form of available public transport.

Hope this clarifies your query.

Kind regards,
Karina Grigale

-----Original Message-----

From: [mailto:Carla.VAN-OUDEHOOVE@lumos.org.uk]

Sent: Wednesday, May 02, 2012 11:08 AM

To: GRIGALE Karina (EMPL)

Cc: VAN OUDENHOVE Carla (EMPL); [mailto:Carla.VAN-OUDEHOOVE@lumos.org.uk]

Subject: RE: Turning Words into Action project Ref: VS/2011/0161 Accounting N. SI2.598413

Dear Karina,

A member of the project will be using their car from time to time to travel to meetings within the Czech Republic.

In the financial guidelines, I have found only this reference "Car journeys: equivalent of corresponding first-class

train ticket." Could you please advise on where I can find information about how to properly report on expenditure for using a private car?

Best wishes,

I

-----Original Message-----

From: Karina.GRIGALE@ec.europa.eu [mailto:Karina.GRIGALE@ec.europa.eu]

Sent: 19 April 2012 12:59

To: I

Cc: Carla.VAN-OUDEHOOVE@ec.europa.eu

Subject: swim_manual_en.pdf

Dear

For your information I am attaching SWIM manual that might be useful.

You can find the instructions on how to fill in the request for second pre-financing in SWIM in chapter 9 of the SWIM manual.

Best regards,
Karina Grigale