

RULES ON TRAVEL EXPENSES

**Conditions for reimbursement and supporting documents
*As decided by the INCa Board of Directors on 27/02/2009***

TERMS OF REIMBURSEMENT OF TRAVEL EXPENSES INCURRED BY EXTERNAL CONSULTANTS

Table 1: TRANSPORT EXPENSES – EXTERNAL CONSULTANTS

Means of transport and related expenses	Rules of reimbursement for external consultants travelling at INCa's request to attend a conference, meeting or event in France	Amounts reimbursed to external consultants	Supporting documents to submit
Airplane/Boat	<ul style="list-style-type: none"> Journey time < 4 hours <i>Assignment start and end: times printed on the tickets ; additional time : 1.5 hours</i>	actual cost, limited to Economy class	<ul style="list-style-type: none"> - Boarding pass - Bill - E-ticket or reservation confirmation + proof of payment
	<ul style="list-style-type: none"> Journey time > or = 4 hours <i>Assignment start and end: times printed on the tickets ; additional time allowed: 1.5 hours</i>	actual cost, limited to Business class	
Train	<ul style="list-style-type: none"> Regardless of journey time <i>Assignment start and end : times printed on the tickets ; additional time : half hour</i>	actual cost (1 st class authorized)	<ul style="list-style-type: none"> - Train ticket
Public transport	To be eligible for reimbursement, the tickets must link two of the following locations and correspond to the dates and times of the assignment : train station/airport/port - place of residence - meeting location - hotel.	actual cost	<ul style="list-style-type: none"> - Ticket - If the amount paid is not printed on the ticket: INCa estimates the cost by referring to the web site of the transit system in question. A photocopy of the Internet page is an acceptable supporting document.
Taxi	To be eligible for reimbursement, the taxi receipts must correspond to the dates and times of the assignment and identify as starting point and destination two of the following locations : train station/airport/port - place of residence - meeting location - hotel.	actual cost	<ul style="list-style-type: none"> - Taxi bill or receipt

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Personal vehicle	<p>The consultant uses his personal vehicle (and not a third party's) to travel from his place of residence to a "departure" train station, port or airport : reimbursement limited to the trip from the consultant's place of residence to the train station, port or airport</p> <p>The consultant uses his personal vehicle (and not a third party's) to travel directly from his place of residence to the meeting location : reimbursement of the trip from the consultant's place of residence to the meeting location</p>	<p>Application of the effective rate per kilometers</p> <p>Limit : the number of kilometers is calculated by the INCa using data provided by the Michelin web site</p>	<ul style="list-style-type: none"> - Vehicle registration - Photocopy of proof of insurance - A photocopy of the Internet page is an acceptable supporting document
Toll charges		Actual cost	- Toll receipt or bank card statement
Parking fees	Parking fees at the "departure" airport, port or train station are limited to the period between the day of departure and the day of return. These dates are checked against the tickets, which indicate the days of departure and return.	Actual cost	- Parking ticket or bill or bank card statement
	Parking fees in Paris are reimbursed from the first day to the last day of the meeting (or event): these dates are checked against the notice of meeting, which indicates the meeting dates.	Actual cost	- Parking ticket or bill or bank card statement
Vehicle rental	Not reimbursed	Not reimbursed	Not reimbursed

Table 2: MEALS AND LODGING EXPENSES – EXTERNAL CONSULTANTS

Type of expense	Rules of reimbursement for external consultants travelling at INCa's request to attend a conference, meeting or event in France	Amounts reimbursed to external consultants		Supporting documents to submit
		Meeting location		
		Paris and French overseas territories	France, outside greater Paris	
Meals	Lunch: <ul style="list-style-type: none"> Consultant on assignment for the entire period between 12:00 and 14:00 If a group lunch was planned and paid for by the meeting organizer, it is deducted from the number of individual lunches to be reimbursed to the consultant 	Flat fee = € 16		- None
	Dinner: <ul style="list-style-type: none"> Consultant on assignment for the entire period between 19:00 and 21:00 (incl. consultant arriving on site the day before the meeting.) If a group dinner was planned and paid for by the meeting organizer, it is deducted from the number of individual dinners to be reimbursed to the consultant. 	Flat fee = € 16		
Lodging	Reimbursement of hotel nights (including breakfast) in the following cases : <ul style="list-style-type: none"> the consultant is on assignment for the entire period between midnight and 5:00 or the meeting lasts several days (lodging between each day). If it is logistically impossible to return on the last day of the meeting, an additional hotel night is authorized. 	actual cost, limited to a maximum of € 120	actual cost, limited to a maximum of € 100	- Hotel bill