



20th September 2018

MA Circular 04/2017 V2

To: Project Leaders
European Structural and Investment Funds 2014-2020 Horizontal Stakeholders

Re: Reimbursement of Travel

With respect to payment claims for travel costs, these are to be in line with Article 67(5)(b) of (EU) 1303/2013 and the ERASMUS+ Programme. The ERASMUS+ distance calculator may be found at https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en while the corresponding travel rate may be found in the latest ERASMUS+ Programme Guide accessible online.

These rates are to be marked as Standard Scales of Unit Costs¹ with the corresponding Unit of Measure in persons. Same applies for Per Diem with the corresponding Unit of Measure in days. Beneficiaries are directed to fill in the necessary details directly on SFD14-20 at payment level. Certification that the payment claim is correct should be done directly on SFD14-20 by the relevant stakeholders. Before certification, the Project Leader shall carry out all the necessary checks to confirm the validity and eligibility of the claim.

The following documents in line with MA Circular 05/2018 are to be uploaded in the *Payment Claim* section of the Structural Funds Database as follows:

At Payment claim level

- Travel Agenda
- Statement of Expenditure in the case of claims for subsistence allowance
- Receipts related to contingency claims²
- Boarding Passes / Train tickets
- Certificate of Participation / Attendance / Travel Report

No documents are to be forwarded to Treasury for payment since these will be checked via SFD 2014-2020.

We thank you for your cooperation.

Jonathan Vassallo
Head – Managing Authority

¹ A form of Simplified Cost Option

² These include hotel / airport transfers and local transportation to / from the airport