

APPENDIX - ELIGIBLE EXPENSES

Intra-PROTEO internship grants

Transport

All travel must be by **the most economical** means and by the most direct route, given the circumstances. **Only economy class** (in the case of means of transport for which there are classes) is reimbursable. To obtain reimbursement of expenses, the traveler may have to justify the choice of transportation used and the costs incurred.

2.2. Train

The cost of an economy-class train ticket is reimbursed on presentation of proof of use of the ticket.

2.3. Bus

Ticket costs are reimbursed on presentation of the bus coupon.

2.4. Motor vehicles

2.4.1. Personal automobile

When its use is the most appropriate given the circumstances, an allowance for the use of a personal automobile is granted, upon presentation of supporting documents proving the use of the automobile for this trip (receipt for purchase of gasoline at destination or proof of parking at destination). PROTEO reimburses a flat rate of \$0.60 per kilometer driven. The allowance includes all vehicle expenses and gasoline.

2.4.2. Parking and tolls

This expense is not included in the car allowance and is reimbursed on presentation of receipts.

2.5. Public transport

Whenever possible, public transport should be preferred and will be reimbursed.

3. Accommodation costs

2.2. Lodging

The travelling individual is entitled to reimbursement of accommodation expenses up to a maximum of \$200 per night, excluding applicable taxes, upon presentation of supporting documents.

2.3. Meals

The daily meal allowance, including taxes and gratuities, is as follows: 12 for breakfast, \$19 for lunch, \$28 for dinner.