



TRAVEL CLAIM FORM 2023

To be submitted within 30 days of travel.
See travel/reimbursement rules p. 3.
Shaded areas are for ISC use only.

Name of traveller: _____

Event/meeting: _____

Email: _____

Arrival date: _____ **Departure date:** _____

Note: In all cases indicate the currency of the expense. Do not make currency conversions.

TRANSPORT AND ACCOMMODATION			
Item	Amount	Currency	ISC use
Subtotal transport			
Nights:	Subtotal accommodation		
Subtotal other			

MEALS										
Date										ISC use
Breakfast*										
Lunch										
Dinner										
Per diem rate %	%	%	%	%	%	%	%	%	%	
Amount per day										
Sundries	€	€	€	€	€	€	€	€	€	
*If not included in the hotel bill										Subtotal subsistence

Per diem of reference €: Territory:	TOTAL (in currency of transfer):	
	Approximate amount in Euros:	
Budget line(s)/Funding source(s):	Travel approved by:	
	Checked by:	

DECLARATION

Note that payment cannot be made without:

- scans of receipts/tickets for all expenses claimed, including complete booking documents for flights, showing dates and itinerary, airline, fare class, cost breakdown and proof of payment
- full bank details as requested below
- your signature (electronic or handwritten).

Note also that your data will not be preserved after receipt of reimbursement and so we may request this information again for future reimbursements.

I declare that the expenses claimed for are not being reimbursed from any other source and that the bank details given below are full and correct.

BANK ACCOUNT DETAILS FOR TRANSFERS	
Currency for transfer:	
Name of account holder:	
Address of account holder: <i>Note: No PO box addresses</i>	
Bank name and branch:	
Full address of bank branch: <i>Note: No PO box addresses</i>	
IBAN (European countries only):	
Account number:	
Swift code/BIC:	
ABA/Routing n°:	
Bank/sort code:	
Additional information:	

Signature: _____

Date: _____

ISC Travel Rules

Persons travelling at ISC expense are encouraged to use lower-carbon forms of transport and to book tickets as early as possible, in the interest of environmental, social and financial sustainability.

Air travel

- Flights should be booked in economy class at the most economical fare for the most direct flight.
- One checked-in bag and a seat reservation are allowed.
- Partially flexible fares and carbon-offsetting supplements are allowed.

Rail travel

- First-class train fares are allowed when the price is competitive with eligible air travel.
- Single-occupancy sleeper compartments for overnight trains are allowed.

Private vehicle

- Use of a private vehicle is accepted only when no other cost- and time-efficient means of travel is available. The traveller must inform the ISC in advance of their intention to use a private vehicle, to be advised of current reimbursement rates.

Taxis

- Public transportation is encouraged for local travel; however, taxis between the airport or train station and the place of accommodation or the meeting venue are allowed.

Insurance

- Individuals travelling to ISC meetings, events and activities are covered by ISC medical insurance for service-incurred accidents, illnesses and death, based on the provisions of the ISC insurance policy. The ISC will therefore normally not cover the cost of private travel insurance.

Per diem allowances

- A per diem allowance based on current, official French Government per diem rates¹ will be paid to cover living expenses whilst travelling on ISC business. The per diem allowance may be modified by the meeting organizer to take into consideration local conditions or arrangements.
- In the case of same-day return travel (no overnight stay), no per diem allowance will be paid. Only reasonable, receipted expenses are eligible for reimbursement.
- A reduced per diem allowance is payable to the traveller when accommodation and/or meals are provided at no cost to the traveller. The following reductions apply to the full per diem:

Hotel:	55.0 %
Breakfast:	10.0 %
Lunch:	12.5 %
Dinner:	22.5 %

- If the hotel and all meals are provided at no cost to the traveller, an allowance of 10 EUR per day will be made to cover sundries.

Special conditions for meetings in France:

- A full per diem in France is set at EU rates (268 EUR as of July 2022)².
- If the hotel and breakfast are provided at no cost to the traveller, the allowance for meals is set at 25 EUR for lunch and 45 EUR for dinner (70 EUR in total).
- If the hotel and all meals are provided, an allowance of 10 EUR per day will be made to cover sundries.
- Persons living in France will be reimbursed actual expenses (to the limit of the per diem rate), upon production of the relevant receipts.

General

- Reimbursement claims with complete documentation should be submitted to the ISC by email within 30 days of travel.
- When reimbursement is made in a currency other than the Euro, UN exchange rates will apply³.

¹ https://www.economie.gouv.fr/dgfip/mission_taux_chancellerie/frais (Group 1) or

<https://www.legifrance.gouv.fr/loda/id/JORFTEXT000000242360/>

² <https://www.per-diems.info/eu-member-states-per-diems/france/>

³ <https://treasury.un.org/operationalrates/OperationalRates.php>