

**FUNDING AND MANAGEMENT GUIDE
OF THE SPECIAL ACCOUNT FOR RESEARCH FUNDS
UNIVERSITY OF CRETE**

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APPENDIX IV

Travel Regulation

Any travel that is necessary for the execution of each project is carried out within the limits of its approved budget and in accordance with the provisions of Law 4957/2022 (article 248) and Law 4336/2015 (subsection D9). Projects financed exclusively by the European Union, international organizations, private funds or own resources are excluded from the scope of Law 4336/2015. In addition to the legal provisions, any special conditions and provisions set by the funder should be considered. For any matter not clarified by the above-mentioned framework, the Research Committee is competent to decide.

A) Required actions BEFORE ANY travel is made

1. Inclusion of the traveler in the project team

The project team is approved by the Research Committee, irrespective of the contractual employment relationship between its members. For the approval of the initial project team or following modifications, the project Principal Investigator (PI) shall submit the relevant form before any travel is undertaken. By way of exception, only partners with a contract in force at the time of the travel may do so before their formal inclusion in the project team. Project invitees are not required to join the project team.

2. Travel approval process (only for projects subject to Law 4336/2015)

The project PI submits a request to the S.A.R.F. (i.e. ELKE) for a travel approval in a reasonable time before the planned travel. In the case of University of Crete staff, the request shall be accompanied by the legal attestation of the President, Head or other competent body for the control of the maximum annual limit of days out of office. The decision to travel is issued by the Chair of the Research Committee. Exceptionally, a decision to travel may be issued afterwards, up to twenty (20) days after the return of the project team member, following a reasoned recommendation by the project PI on the necessity of the travel and the reasons why it was not possible to be approved before it takes place.

B) Covered expenses and necessary supporting documents

B1. Covered expenses

(The following expenses are covered under the restrictions in Sections C and D)

1. Cost of tickets.
2. Mileage compensation and toll costs or compensation based on nautical miles
3. Per diem allowance.
4. Accommodation costs.
5. Conference registration fee.
6. Transportation by taxi.
7. Car rental and car or motorcycle transport costs.

B2. Necessary supporting documents

(The receipts and invoices listed below are issued to the details of the traveler. If the latter is self-employed and the supporting documents bear his/her VAT number, he/she must submit a declaration of non-use for business expenses)

1. Travel diary, in accordance with the relevant S.A.R.F. standard form, which should describe in detail the purpose of the travel.
2. Travel approval (according to the above field A2 for projects subject to Law 4336/2015).
3. Tickets - receipts – boarding passes are submitted as proof of travel, either as printouts of digital documents or as copies of originals. The traveler explicitly states through the standard form of the ELKE, that the supporting documents will not be submitted and will not be reimbursed by any other body than the S.A.R.F. of the University of Crete.

In the case of tickets issued online by the traveler, the printout of the booking confirmation has the status of a ticket, provided it includes the ticket price. In the case of tickets issued by a travel agency, the ticket sales receipt must be accompanied by a payment receipt or proof of payment and a printout of the reservation, which must include the ticket price. The price may include the cost of issuing the ticket, unless this is prohibited by the regulatory framework of the project concerned.

4. Invoice/receipt from a hotel or rental accommodation or online accommodation platform. If

accommodation is invoiced by a travel agency, a photocopy of the voucher from the agency to the hotel is also required.

5. Invoice/receipt for conference/seminar registration services (accompanied by a certificate of attendance or list of participants or conference programme).

6. In the case of kilometer compensation, a printout from the interactive mileage calculation tool of the kmd.ggde.gr website. In the case of mileage allowance, a printout from an online tool (e.g. Google Earth or apostaseis.gr) for distances in nautical miles.

7. Supporting documentation, which may include:

a) conference programme, meeting agenda, invitation, certificate of attendance/participation, proof of relevant written communication, meeting minutes, etc.

b) an activity report, when required by the funder or in the case of a collaborative meeting or fieldwork not supported by the above-mentioned documents.

8. When the traveler does not belong to the staff of the University of Crete, the payment of daily and/or mileage allowances is made up on the submission of relevant receipts, subject to the following clarifications:

a) The receipts for daily allowance will relate exclusively to meals, catering services and travel by public transport or taxi and must be issued at the place and during the approved travel. An exception shall be made for travel for field research in isolated mountainous areas or islands, where receipts may be issued at any point along the route and where it is considered appropriate and desirable to obtain a receipt.

b) The justification of the items or services included in the receipts for daily allowance shall be established at the discretion of project PI.

c) The receipts for mileage or kilometric allowance will be stamped receipts from petrol stations, which can be issued also on the day before or after the departure/return.

d) The traveler will be paid the exact amount of the receipts, if it does not exceed i) the limits of this Guide or Law 4336/2015 and/or any special restrictions of the funder, ii) the daily compensation limit for the food & transport receipts issued per day, iii) the kilometric compensation limit as calculated using the interactive tool at kmd.ggde.gr.

e) Especially for people travelling within the framework of European programs whose travel is subject to unit costs defined by the financial framework (e.g. Erasmus), no receipts are required, and the daily allowance is paid based on the unit cost provided for.

f) The guests that are not able to collect receipts, according to the judgement of project PI, may get remuneration equivalent to the daily allowance, which will be charged to the expenditure categories for staff remuneration.

C) Limits for travel expenses not covered by Law 4336/2015

(when the funder sets limits which are lower than the following, *then the funder's limits shall be applied*)

1. Passengers may travel economy class on airplane, ships or trains in any seat other than business class / deluxe. The cost of a business-class ticket may be covered only for flights of more than 5 hours and provided there is no restriction on the project funding framework. In addition to the previous exception, the Research Committee may approve the cost of a business class seat on a plane, train or boat, upon a documented request of the project IP and only for extremely important reasons (such as non-availability of economy class) or if the cost of the business class ticket is not higher than that of the economy class one (by using a personal discount card).

2. The cost of an overnight stay in Greece cannot exceed € 200 per day (this limit may include the cost of breakfast). Exceeding the above limit is acceptable only for the justified use of airport hotels in Athens and Thessaloniki.

3. The cost of an overnight stay abroad cannot exceed € 300 per day (this limit may include the cost of breakfast).

4. The mileage allowance is set at: a) € 0.45/km with a private car, b) € 0.25/km with a motorcycle and c) € 0.20/km with a service vehicle, provided that a vehicle logbook is kept.

5. The compensation based on nautical miles, in the case of use of a boat, may amount to a maximum amount of € 3,50 per nautical mile.

6. Daily allowance is justified only for off-site travels, i.e. for travels at more than 50 kilometers from the office of the traveler and in insular Greece for more than 20 nautical miles. It should be noted that the above minimum limit is calculated only for the journey to the place of destination and does not include the return journey to the workplace of the person concerned.

7. The daily allowance for travels within Greece (for food and transport expenses to the destination) may

be up to € 70.

8. For travels between the University of Crete premises in Heraklion and Rethymnon without an overnight stay, the daily allowance is up to the amount of € 35.

9. The daily allowance for travel abroad (for food and transport expenses to the destination) can be up to € 120. For first and second cycle students or doctoral candidates, it may be up to € 100.

10. For journeys of more than two days, the daily allowance for the days of departure and return shall be paid in full if these days coincide with the start and end of the work. Otherwise, it shall be paid in half.

D) Clarifications and restrictions

(applied unless otherwise specified by the funder)

1. The days that a project team member travels off-site, for the needs of an approved project that does not fall within the scope of Law 4336/2015, are not included in the maximum permitted limit of days of off-site travel that may apply to the scientific staff of HEIs.

2. The maximum amount of the daily allowance that may be paid is set at the equivalent of ten (10) days per month per traveler and for all the programs he/she participates in, except in cases where it may be otherwise specified by the decision for the approval of the project. Otherwise, the payment of an allowance of more than ten days shall be approved on a case-by-case basis by the Research Committee, following a reasonable request from project PI.

3. The workplace of the person who is travelling should be considered as the starting point of the travel. In the case of the staff of the University of Crete, the premises in Rethymnon and Heraklion should be considered as such. Otherwise, full justification is required.

4. In the case of an invited researcher or distinguished scientist, travel documents should be accompanied by an invitation or proof of relevant written communication or a conference/meeting programme, etc., in which the dates of the visit and the purpose of the visit/collaboration should be indicated.

5. For the reimbursement of the overnight and daily allowance only, the following supporting documents are required: a photocopy of the tickets / boarding passes, the original invoice of the hotel or rented accommodation and a formal declaration stating that neither the daily allowance nor the overnight expenses for the specific journey have been paid by another institution.

6. Unless otherwise provided by the funder, taxi costs (only for transfer from/to airports, ports and bus stations) or the respective private car travel and parking costs (if they do not exceed the corresponding taxi costs) are justified. Guests in the context of UoC programs may claim taxi costs for urban commuting, if they provide the necessary supporting documents i.e. proofs of expenses for each taxi ride and the daily schedule of the project meetings/activities for which the guest is travelling.

7. Car rental costs and car or motorcycle transport costs are covered if a) they are justified by the nature of the project or exceptional circumstances, b) they are eligible under the terms of the funding framework and c) they are approved by the Research Committee following a reasoned request by the project PI.

8. For travel in the context of research projects which cannot be documented with the required supporting documents (e.g. toll receipts, hotel invoices), the mileage allowance is covered, while the daily allowance is paid only upon the provision of documents for goods or services issued from the place of travel for each day of stay. An exception shall be made for travel for field research in isolated mountainous areas or islands, where receipts may be issued at any point along the route and where it is considered appropriate and desirable to obtain a receipt.

9. If the ticket does not include a baggage fee, what is justified is only the cost of one (1) piece of baggage. On the contrary, the cost of a second piece of baggage or an overweight baggage is not covered.

10. Advance payment orders for travel are not accepted after the travel starts.

11. The S.A.R.F. reserves the right to return the travel documents to the beneficiary at a subsequent time, if problems of legitimacy or eligibility arise.

12. Ticketing or hotel reservation costs for travel that did not take place may be reimbursed only upon the approval of the Research Committee, following a request from the project PI providing evidence that the travel did not take place due to exceptional reasons (e.g. medical reasons, flight cancellations, etc.) and it was not cancelled with cost recovery.

13. The cost limits for accommodation and daily allowance, for external partners who travel within the framework of projects subject to the provisions of Law 4336/2015, depend on the category in which they fall according to their main status (e.g. professors at other universities belong to category I).