



Travel Policy

International Centre for Numerical Methods in Engineering

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Table of contents

1. DEFINITION What are travel expenses?	2
2. ALLOWANCE	2
2.1. Meal allowance	2
3. ACCOMMODATION	6
4. TRAVEL	7
4.1. External vehicle	7
4.2. Own vehicle	7
5. REGISTRATION FEES	8
6. TRAVEL RESERVATION PROCEDURE	8
6.1. Authorization	8
6.2. Dates of the trips	8
6.3. Booking	8
6.4. Advances	8
6.5. Settlement	9
7. EXTERNAL COLLABORATORS	9
8. TRAVEL INSURANCE	9
APPENDIX – COLLABORATION WITH CIMNE TEMPLATE	10

1. DEFINITION What are travel expenses?

These are the individual expenses incurred while traveling for work reasons to a municipality other than the usual place of work. These expenses must be motivated, justified and reasonable for the benefit or utility of CIMNE. They must follow criteria of proportionality and cost containment.

CIMNE may pay travel expenses to:

– Research support staff –

Research staff:

- with employment contract or linked through affiliation
- linked through a training agreement or equivalent
- emeritus professors from universities that have active research activity at CIMNE

– Non-CIMNE staff but with a temporary collaboration with CIMNE (lecturers, visiting professors, sabbaticals, collaborators in active research projects or contracts, conference organizers, participants in institutional events, among others). In this case, it will always be necessary to prove this temporary collaboration or use the template that appears in Appendix 1 of this policy.

All travel expenses must be documented and motivated. For reasons of justification and audit of the research projects, it will be necessary to provide the following to the Accounting and Finance department:

- when requesting the trip: the convening and/or agenda of the meeting.
- at the time of settlement: minutes of the meetings, certificates of attendance at congresses/seminars, food and travel tickets and any document proving attendance at events that required travel.

2. ALLOWANCE

Allowance is the amount received in compensation for the expenses incurred while traveling for work reasons to a municipality other than the usual place of work. There are three types of allowance:

1. Meal
2. Accommodation
3. Travel

As a general rule, CIMNE will only pay meal allowances. To cover the other two types of expenses, CIMNE will need the corresponding invoices and will not use the amounts set in the Official State Gazettes (Boletín Oficial del Estado = BOE).

2.1. Meal allowance

2.1.1. Considerations

- Full diet: departure before 2:00 p.m. and return after 9:00 p.m.
- Half diet:
Departure after 2:00 p.m. and return after 9:00 p.m. (dinner)
Departure before 2:00 p.m. and return before 9:00 p.m. (lunch)

2.1.2. Amounts

Those who travel will have to deliver the documents proving their expenses (tickets in catering establishments) to be able to receive the reimbursement. These tickets should correspond to lunch and dinner (breakfast exceptionally when the accommodation does not include it or for trips without an overnight stay).

CIMNE will pay the amounts on the tickets provided and, as long as they do not exceed the limits established in BOE 289 of 12/03/2005 for trips in Spain and what is established in BOE 129 of 05/30 2002 for trips outside Spain. If the tickets exceed these limits, CIMNE will pay the amounts indicated in the BOEs.

The amounts that will be applied are the following:

In **Spain**, the maximum meal allowance applied will be: **37,4 euros/ day**.

The amounts applied **abroad** are defined country by country:

Country	Daily amount (€/day)
Algeria	44,47
Andorra	37,86
Angola	59,50
Argentina	55,29
Australia	51,09
Austria	58,90
Belgium	82,94
Bolivia	36,66
Bosnia and Herzegovina	49,88
Brazil	79,33
Bulgaria	37,86
Cameroon	48,68
Canada	51,69
Chile	50,49
China	46,28

Colombia	78,13
Costa Rica	44,47
Croatia	49,88
Cuba	33,06
Czech Republic	43,27
Denmark	64,91
Dominican Republic	36,66
Ecuador	43,27
Egypt	39,07
El Salvador	43,27
Equatorial Guinea	50,49
Ethiopia	37,86
Finland	65,51
France	65,51
Gabon	52,89
Germany	59,50
Ghana	37,26
Greece	39,07
Guatemala	42,67
Haiti	37,86
Honduras	42,07
Hong Kong	51,69
Hungary	46,28
India	38,46
Indonesia	42,67
Iran	44,47
Iraq	39,07
Ireland	48,08
Israel	56,50
Italia	63,11
Ivory Coast	49,28
Jamaica	46,28
Japan	96,76
Jordan	42,67
Kenia	39,67
Korea	55,29

Kuwait	44,47
Lebanon	34,86
Libya	54,69
Luxembourg	55,89
Malaysia	34,26
Malta	31,85
Mauritania	39,07
Mexico	43,27
Morocco	39,67
Mozambique	42,67
Netherlands	64,31
New Zealand	40,27
Nicaragua	52,89
Nigeria	46,88
Norway	80,54
Pakistan	37,26
Panamá	36,66
Paraguay	33,06
Perú	43,27
Philippines	39,67
Polonia	42,67
Portugal	43,87
Republic of the Congo	54,09
Romania	38,46
Russia	73,32
Saudi Arabia	54,09
Senegal	45,08
Singapore	48,08
Slovakia	43,27
South Africa	48,08
Sweden	75,13
Switzerland	61,30
Syria	46,28
Taiwan	48,68
Tanzania	30,05
Thailand	39,07

Tunisia	46,28
Turkey	39,07
United Arab Emirates	56,50
United Kingdom	82,94
United States	69,72
Uruguay	41,47
Venezuela	36,06
Yemen	43,27
Zimbabwe	39,07
Rest of the world	40,87

TRIPS WITHOUT AN OVERNIGHT STAY

The maximum amount that the hired staff will receive as an exempt meal allowance for travelling without an overnight stay is 26,67 EUR (for trips in Spain) and 48,08 EUR (all other cases). These limits can be updated annually by the Ministry of Economy and Finance.

In the event that the amounts are higher than the ones mentioned above, the difference will be paid in the payroll and this difference will be required to pay Social Security contributions and IRPF (Personal Income Tax).

Maximum amount that the <u>hired staff</u> will receive as an exempt meal allowance WITHOUT OVERNIGHT	
Spain	26,67 EUR
Rest of the world	48,08 EUR

3. ACCOMMODATION

CIMNE will hire the necessary travel and accommodation through its approved agencies. CIMNE will directly pay these external providers.

As a general rule, staff who travel will stay in hotels and the amount per night must not exceed 110 EUR in Spain and 170 EUR outside Spain (rate: accommodation + breakfast). Exceptionally, variations up to 10% will be accepted. Notwithstanding the foregoing, and in the absence of duly accredited exceptional circumstances, CIMNE will select the cheapest hotel that meets the requirements. If the accommodation does not include breakfast, it can be reimbursed based on a ticket, as long as the total daily expenses do not exceed the established limits.

Any amount higher than the fixed maximums will be specifically evaluated, considering the particularities of the trip and making the appropriate decisions to choose the most economically advantageous option.

Single rooms or double rooms for single use will be booked.

4. TRAVEL

4.1. External vehicle

This includes travel by plane, train, boat, rental car or other booked transport.

Only expenses in invoices under the name of CIMNE will be considered. In the case of traveling by plane, it will always be necessary to provide the boarding passes when requesting the reimbursement.

Travel tickets will always be booked in economy class, as long as the price of a ticket in superior/business class is not cheaper than one in economy.

Travel in superior/business class will be authorized for health reasons and a medical certificate will be required.

“Travel expenses” include toll and parking expenses, which must be justified with the corresponding invoices or tickets.

CIMNE staff who travel in urban areas for work reasons within working hours should preferably travel by collective public transport. Travelling by taxi must be something punctual and exceptional. The frequent or regular use of taxis or private vehicles requires express authorization.

The use of rental cars is allowed, but must be limited to occasions where their use is the most economically advantageous option.

4.2. Own vehicle

The use of the employee’s own vehicle must be exceptional and whenever it is the most economically advantageous option.

Compensation for the use of private vehicles will be paid at the rate of €0,32/km travelled. The cost of gasoline is included in this ratio and that is why gasoline tickets will never be reimbursed. To calculate the compensation, CIMNE will use a kilometer distance website, always looking for the shortest option.

In the case of hired staff, there is a limit (€0.19/km) to be able to collect this compensation as an exempt allowance. The difference between 0,32 and the set limit will be paid on the payroll and, therefore, will contribute to Social Security and pay personal income tax.

Tolls and parking are included as possible expenses and they must be justified with the corresponding invoices or tickets.

No mileage expense will be paid to non-hired staff

In no case will the employee be compensated for the mileage for commuting from the workplace to his/her home or vice versa. Distance will always be calculated from the workplace to the destination where the meeting takes place and vice versa.

5. REGISTRATION FEES

These refer to the fees paid for registration in congresses, courses, seminars or in any type of activity of this nature.

The registration fees will be justified with the invoice under the name of CIMNE and with the certificate of attendance (mandatory in all cases).

Whenever an employee wants to process a registration, it will be necessary to notify the Accounting and Finance Department at least two weeks before the deadline.

6. TRAVEL RESERVATION PROCEDURE

6.1. Authorization

The head of the economic unit must authorize the travel expense. Authorizations can be made by email. If the trip corresponds to a project, the Projects Department must confirm its eligibility.

6.2. Dates of the trips

The dates of arrival and departure of the trips should match the dates of the object of the trip and up to one day before and one day after, at the most. This period may only be extended due to unforeseen or exceptional circumstances.

6.3. Booking

The interested party must contact viatges@cimne.upc.edu and must have the express authorization of the head of the economic unit. The reservation must be made through approved providers. The interested party can detail in his/her request the flights and hotels that would be most convenient for him/her and that will be considered when making the reservation.

The travel request must be made at least two weeks before the start date of the trip. If this minimum notice time is not respected, the correct organization of the trip cannot be guaranteed.

When requesting the trip, it will be essential to send the agenda and/or the call for the meeting.

6.4. Advances

Hired staff may request an advance of up to 80% of the meal allowances, calculated based on the established limits. This request must be made by email 7 days before the trip.

The advance will be made by bank transfer to the interested party in his/ her bank account.

In the exceptional case that the traveler has to take care of expenses (for example, payment of the hotel stay), CIMNE may advance the amount. In any case, the invoice must be under the name of CIMNE.

6.5. Settlement

The Accounting and Finance department will do the corresponding settlement once all the required documentation is received (minutes of meetings, certificates of attendance at congresses/seminars, food and travel tickets and any document proving the attendance of the events that required travel).

7. EXTERNAL COLLABORATORS

External collaborators (lecturers, members of the scientific committee, evaluators, etc.) may only pay accommodation, travel (except mileage) and meal expenses, with the corresponding original invoices and/or tickets (respecting the limits established in the BOE 289 of 03/12/2005). Any other concept will be considered a professional fee and will be subject to the corresponding personal income tax.

8. TRAVEL INSURANCE

CIMNE staff who travel will be covered by an accident and medical assistance insurance, contracted by CIMNE. CIMNE recommends bringing the European health card to those destinations where it is valid. It is the employees' responsibility to issue this card and keep it updated.

APPENDIX – COLLABORATION WITH CIMNE TEMPLATE

Researcher Manager

Name:

ID/Passport:

RTD Group:

Economic Unit:

I certify that Mr./Mrs.

Collaborating Researcher

Name:

ID/Passport:

Role:

It has been incorporated into the Project / Research contract / Research line

Project Title/ Acronym:

For the development of the following research tasks:

(include details of the tasks, work packages and the most relevant details of the collaboration)

For the period:

(biding duration)

Date:

Signature:

Researcher Manager