



## **EDIT-WP7 ATBI+M funding scheme** for individual participation in Gemer National Parks (NPs), Slovakia

*This document is subject to annual revision: Please make sure you use the latest version.*

*This version: 3<sup>rd</sup> July 2008.*

### **What support can be expected from EDIT WP7?**

A uniform funding scheme has been developed for all EDIT WP7 participants based on realistic costs of travelling to and staying in Gemer parks (Slovakia). These standardized amounts are based on the advice of local counterparts as well as EU and SMNS financial administration, and should cover costs for a visit of up to 14 days at budget level.

**Travel costs** to the Gemer ATBI+M site will be reimbursed for a **maximum of 300 Euro** per person per one trip. This amount should cover most economic air fares to Bratislava or Vienna Airport or travel by train or bus. If participants choose to use their own car, 0.25 Euro per kilometre driven can be charged, again up to the maximum of 300 Euro per person per trip. In any case, reimbursement of travel costs can only occur based on documented expenditures, and all original receipts (train, bus + air tickets including boarding passes, highway toll, gas bills, etc) need to be submitted when asking for reimbursement.

For **accommodation and daily allowances, up to 20 Euro per day** can be reimbursed for a **maximum of 14 days** per trip. This amount will be granted per day spent in the field and can be charged without documenting actual costs. If support for longer stays is required, participants should contact EDIT WP7 management.

For EDIT participants at the Gemer ATBI+M site, comfortable accommodation at the Information Centre of the Muránska planina National Park in Muran village is offered for a special price of 10,- Euro per person and night. At this Centre, work space including use of dissecting microscopes will also be available to participants free of charge, but pending prior arrangement with the ATBI+M site manager (see: <http://www.atbi.sk>).

Additional EDIT funding for equipment, consumables (i.e., collecting materials, data storage devices, alcohol, etc.) or other expenditures can be granted in individual cases, but inquiries need to be made with EDIT WP7 prior to starting any field work and before making any purchase.

### **How to qualify for financial support**

All participants for ATBI+M work at the Gemer parks have to be registered with EDIT WP7 (register at ATBI forum/website, sign and submit Terms of Reference (ToR) for Individual Participation, await confirmation about proposed field trip from EDIT WP7 and/or local coordinators). Registered participants need to familiarize themselves with the EDIT WP7 **ATBI+M data guidelines** before embarking on any field work. Reimbursement of costs will occur only in return for data delivered. Filled-in tables of the localities visited and the observation & collecting events from the trip, at least, need to be submitted when asking for reimbursement. With these two tables provided, reimbursement can occur immediately after the field trip for 70% of the total costs. Reimbursement of the remaining 30% or the full costs will occur after submitting the complete inventory/monitoring data gathered, including individual identifications of all specimens and observations as specified in the taxonomy table (for details, see the ATBI+M data guidelines).

Arrangement of travel and logistics for field trips is up to the individual participant, and can be made individually after confirmation for the proposed field work. For access to the core study

sites at Gemer, the local ATBI+M site manager is available to assist participants. For best practise, all field visits should be planned and undertaken in close communication with the ATBI+M site manager and designated local contacts, as well as EDIT WP7 management.

### **How to obtain reimbursement for fieldwork**

Reimbursement will be made by bank transfer upon receipt of a signed invoice (see next pages for a standard format), submitted together with relevant original receipts and the filled-in data sheets, at least for localities and events. The invoice should clearly specify the dates of the trip, and the number of days spent at the Gemer ATBI+M sites. The amounts for travel and daily allowances requested must not exceed the upper limits specified above or as agreed otherwise with EDIT WP7. According to EC regulations for reimbursement of travel costs, for all bills and invoices including "indirect taxes" (such as VAT, sales tax, etc.), the amounts of these taxes contained in the invoices need to be indicated separately [e.g., in case of airline tickets etc., state the amount of VAT / sales tax included in the price as given on the ticket/invoice].

When asking for reimbursement, the template invoices provided below can be used. As EDIT WP7 will reimburse costs only in return for delivery of data, the filled-in data sheets need to be submitted at the same time with the invoice, but should be provided in digital form, e.g., on CD or through email (please see ATBI+M data guidelines for details). Invoices, however, have to be sent in print with original signatures, and accompanying receipts. When asking for reimbursement of 70% of the total costs and submitting only data about localities and events shortly after the field trip, the first invoice need to be accompanied with a detailed cost statement (p.3 - 4 below) and all relevant invoices and receipts. For reimbursement of the remaining 30% after submitting the entire data, a second invoice is needed (p.5 below) without copies of the receipts or further documentation. Reimbursement of costs can only occur within 12 months of completing the field work.

All invoices and receipts should be sent by mail to:

Staatliches Museum für Naturkunde Stuttgart  
 - Verwaltung, EDIT WP7 -  
 Rosenstein 1  
 70191 Stuttgart  
 Germany

For questions about planning field work, logistic arrangements, and permits, please contact the Gemer ATBI+M site management:

**Comenius University**  
**Faculty of Natural Sciences**  
**Department of Zoology**  
**c/o Katarína Necpálová**  
**Mlynská dolina B-1**  
**842 15 Bratislava, Slovakia**  
 Email: [necpalova@fns.uniba.sk](mailto:necpalova@fns.uniba.sk)

Any general inquiries should be addressed to:

**EDIT WP7**  
**Staatliches Museum für Naturkunde Stuttgart**  
**c/o Dr Christoph L. Häuser and/or Dr Juan Carlos Monje and/or Dr Jutta Eymann**  
**Rosenstein 1, 70191 Stuttgart, Germany**  
 Fax: +49-711-8936-100  
 Phone: +49-711-8936-223 / +49-711-8936-238/  
 +49-711-8936-196  
 Email:  
[haeuser.smns@naturkundemuseum-bw.de](mailto:haeuser.smns@naturkundemuseum-bw.de),  
[monje.smns@naturkundemuseum-bw.de](mailto:monje.smns@naturkundemuseum-bw.de),  
[eymann.smns@naturkundemuseum-bw.de](mailto:eymann.smns@naturkundemuseum-bw.de)

**Invoice No. 1: Reimbursement of 70% of total field work costs (1<sup>st</sup> instalment)**

From: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 Postal code: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Country: \_\_\_\_\_

**To:** Staatliches Museum für Naturkunde Stuttgart  
 - Verwaltung EDIT WP7 -  
 Rosenstein 1  
 D-70191 Stuttgart, Germany

**Subject:** EDIT WP7, sub-activity 7.4 [travel]; reimbursement for ATBI+M field work in "ATBI – Gemer" Slovakia

Dear Madam/Sir,

For my participation in the EDIT WP7 ATBI+M field work in the Gemer region from **DD-MM-YYYY** to **DD-MM-YYYY**, I would like to ask for reimbursement of 70% of the following costs by transfer to the bank account specified below:

Travel costs *	= € <b>XX</b>
Daily allowances ** <b>XX</b> days spent in the field (€20 per day)	= € <b>XX</b>
<b>Sum:</b>	= € <b>XXX</b>

\* Calculation of travel costs: see next page; please state the entire costs  
 \*\* includes accommodation, receipts not required

**Bank account details for transfer:**

Account holder's name: \_\_\_\_\_  
 Bank institution: \_\_\_\_\_  
 Account number: \_\_\_\_\_  
 IBAN-code: \_\_\_\_\_  
 BIC-code: \_\_\_\_\_  
 Bank address: \_\_\_\_\_

My original invoices & receipts for the travel costs are included and listed on the second page. With this invoice, I also submit a list of localities and collection/observation events for the field trip. I agree that 70% of the amount will be transferred now, the remaining 30% after the delivery of the entire data, for which I shall submit a second invoice at the time of delivery. **[Please note: If you deliver the entire data at once, it is sufficient to send one invoice only!]**

Sincerely yours

*Your name,  
 date & signature*

## EDIT WP7 ATBI+ M field work - Calculation of travel costs

**Name of Participant:**

**Date(s) of travel:**

<b>ATBI+M individual participation "Gemer"</b>	
<b>Transportation:</b>	<b>Amounts</b>
1) Use of private car, from <b>xxxxxxxxxxxxx</b> to <b>xxxxxxxxxxxxx</b> , = <b>XXXX</b> km driven (x 0.22 Euro):	<b>Euro</b>
2) Use of private car, further costs [itemised costs by numbered receipts] <sup>a</sup> :	<b>Euro</b>
2a)	
2b)	
2c)	
	<b>[sum of 2a – 2n]</b>
<i>Indirect taxes (VAT, sales tax, etc.) contained in 2a – 2n</i> <sup>b</sup> :	<b>Euro</b>
3) Public transport and other means [itemised costs by numbered receipts] <sup>c</sup> :	<b>Euro</b>
3a)	
3b)	
3c)	
3d)	
	<b>[sum of 3a – 3n]</b>
<i>Indirect taxes (VAT, sales tax, etc.) contained in 3a – 3n</i> <sup>b</sup> :	<b>Euro</b>
4) <b>Sum of travel costs [1 + 2 + 3]:</b> <sup>d</sup>	<b>Euro</b>
Explanations: <sup>a</sup> Additional documented costs when travelling by car, e.g., highway toll, bridge & tunnel charges, ferry tickets, etc. Please note: original receipts must be submitted for each item. <sup>b</sup> Indicate the total amount of indirect taxes (VAT, sales tax, etc.) contained in the charged amounts if specified on the relevant tickets and receipts. The VAT amount will also be reimbursed but has to be accounted for differently. <sup>c</sup> Itemise transportation costs as documented by separate tickets and receipts (e.g., for use of airline, train, bus, etc.). Original receipts and used ticket(s) must be submitted for each item, preferably glued to separate sheets of paper. In case of electronic (plane) tickets, boarding passes must also be included. <sup>d</sup> Please note: a maximum of 300,- Euro total travel costs will be reimbursed per person per trip.	

**Invoice No. 2: Reimbursement of remaining 30% of field work costs (2<sup>nd</sup> instalment):**

From: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Street: \_\_\_\_\_

Postal code: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

**To:** Staatliches Museum für Naturkunde Stuttgart  
 - Verwaltung EDIT WP7 -  
 Rosenstein 1  
 D-70191 Stuttgart, Germany

**Subject:** EDIT WP7, sub-activity 7.4 [travel]; reimbursement for ATBI+M field work in "ATBI – Gemer" Slovakia

Dear Madam/Sir,

For my participation in the EDIT WP7 ATBI+M field work in the Gemer region from **DD-MM-YYYY** to **DD-MM-YYYY**, I would like to ask for reimbursement of 30% of the following costs by transfer to the bank account specified below:

Travel costs *	= € <b>XX</b>
Daily allowances ** <b>XX</b> days spent in the field (€20 per day)	= € <b>XX</b>
<b>Sum:</b>	= € <b>XXX</b>

\* Calculation of travel costs: see Invoice No. 1  
 \*\* includes accommodation

**Bank account details for transfer:**

Account holder's name: \_\_\_\_\_

Bank institution: \_\_\_\_\_

Account number: \_\_\_\_\_

IBAN-code: \_\_\_\_\_

BIC-code: \_\_\_\_\_

Bank address: \_\_\_\_\_

I have delivered my entire data set from the field trip (a complete data list of localities, collection/observation events **AND** the taxonomic data). I herewith ask for the reimbursement of the remaining 30% of the total costs, and submit for this purpose this second, originally signed invoice.

Sincerely yours

*Your name,  
 date & signature*