GREENET
GA No 101069604

GUIDELINES FOR REIMBURSEMENT
of expenses incurred in connection with participation in the Networking and Brokering on HE Clean Industrial Deal Calls

held on 8th June 2026 at NCBR Office in Brussels, Rue Belliard 40, 1040 Brussels, Belgium

GREENET, the network of Horizon Europe Cluster 5 National Contact Points (NCPs) offers the reimbursement of travel and accommodation costs to selected applicants from Widening Countries attending the Pitching session included in the **Networking and Matchmaking on Horizon Europe Clean Industrial Deal Calls** that will be held onsite in Brussels (Belgium) on the 8th June 2026.

The costs of your participation will be covered by APRE, Agency for the Promotion of European Research, the Coordinator of GREENET project.

You are kindly encouraged to read carefully this document, to ensure that your expenses are eligible for reimbursement.

Eligibility rules:

- Being established in a Widening Country (Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia);
- Being registered to the **Networking and Matchmaking on Horizon Europe Clean Industrial Deal Calls**
- Being officially selected to participate in the **Pitching Session of Networking and Matchmaking on Horizon Europe Clean Industrial Deal Calls** (Brussels, 8th June 2026);

Reimbursement rules:

- ***Reimbursement only applies to travel and subsistence actual costs for a total amount of € 1000***
- ***Reimbursement only applies for the following categories:***
  - Accommodation (maximum 150 € per night, maximum 1 nights)
  - meals (maximum 40 € per meal)
  - flight ticket (economy class)
  - public transport
  - VISA

1. Reimbursements will be made in accordance with these guidelines and APRE's standard procedures and practices.
2. All claims must be reasonable, economical, and directly related to participation in this event (schedule and objectives).
3. Only expenses supported by receipts, invoices, or tickets will be reimbursed. See paragraph "Reimbursement Procedure" below.
4. Whenever possible, the invoice should contain the reference to GREENET (G.A. 101069604)
5. Claims must be submitted within 25 days from the date of the event, i.e. until 3rd of July 2026.
6. APRE is responsible for the reimbursement and has the right to make checks.

Accommodation expenses

The hotel expenses should be related to accommodation and breakfast (including tourist tax) for a single stay. The duration of the hotel stay shall not exceed the duration of the event, unless duly justified (the expert may arrive on the day before the event begins or leave the day after the event ends provided that the total maximum reimbursement is not exceeded).
Accommodation expenses will be reimbursed on presentation of a scanned copy of the original hotel bill.
The maximum amount that can be reimbursed for hotel is 150 EUR per night (hotel ceiling).

Travel expenses

Reimbursement of the travel expenses to/from the event venue BSP/NCBR Office, rue Belliard 40 is intended for the individual expert for the event.
When organising your travel, please take into account the most appropriate means of transport and the most economical fares (economy class).

The cost of travel tickets for early arrival or departure will only be reimbursed if justified by flight or train schedules <u>and confirmed in advance by the organiser</u>. Should this involve additional hotel accommodation, it will not be reimbursed <u>unless confirmed in advance by the organiser</u> for exceptional cases and only within the reimbursement ceiling.

The use of <u>private cars or rental cars is not permitted</u>, and no related cost will be reimbursed.

Reasonable local transportation expenses, including taxi and bus/metro/tram, between the airport, train or bus station and the venue of the event and/or hotel are eligible.

For flight expenses, the traveler must provide scanned copies of the invoice/ticket and boarding passes as supporting documentation. For train and local transport expenses, scanned copies of the tickets must also be provided.

Meals

Only meals not included in the event agenda are eligible for reimbursement, alongside costs of meals (for one person) consumed during the travel to/from the meeting venue and during the rest of the stay.
The maximum reimbursement amount is €40 per meal, supported by receipts.

Not eligible expenses

The following items are not considered eligible costs:

- ✓ First class ticket;
- ✓ Excess baggage;
- ✓ Health-related expenses;
- ✓ Medical, life, travel and/or baggage insurance;
- ✓ Cancellation, rebooking or change fee;
- ✓ Car rental or private car costs;
- ✓ Minibar charges;
- ✓ Registration, honorarium or lecture fees;

- ✓ Daily allowances;
- ✓ Wi-Fi, telephone, internet; printing costs, postage;
- ✓ Stamp duty expenses.

If you are unable to attend the meeting or if you do not give your presentation for reasons attributable to you, you will not be reimbursed for any expenses you have already incurred.

Reimbursement Procedure

The GREENET project reserves the right to refuse to issue a commitment without providing a reason.

Reimbursement Claim

To obtain the reimbursement, the reimbursement claim must be submitted to APRE within 25 days since the event is ended, i.e. **until 3rd of July 2026.**

All supporting documents shall be provided to APRE, including flight tickets and boarding passes or train tickets (depending on the means of transportation used), as well as accommodation invoices and any other relevant receipts (e.g., meals, etc.). The list of required documents is reported below:

- Completed debit note
- Correct bank details
- Boarding passes (also if flight reimbursement is not requested)
- Flight tickets (including details of costs)
- Hotel invoice
- Meal receipts
- Transport receipts (metro/bus/train/taxi)
- All relevant receipts for which reimbursement is requested

Claims must be submitted using the reimbursement form

Reimbursement claims submitted after the deadline (3rd of July 2026) **and/or without receipts will not be considered.**

APRE will verify and validate the expenses.
Payment will be made in Euros to the bank account specified by the expert in the reimbursement form, within 30 business days of submission of the report. Should any delay occur due to due to circumstances beyond our control (e.g. holidays, accounting issues, etc.), the expert will be promptly informed.

Additional information
For any costs claimed in currencies other than Euro, APRE will convert the amount using the exchange rate on the day of the purchase.