

Instructions for completion of the claim form:

If you are Meeting organisers:

For cost of lunch, coffee, meeting accommodation, etc., use: “Other expenses”, specify and include list of participants and invoices for costs.

If you are Participant in meetings:

Transport

Include original ticket or invoice for ticket.

Daily allowance

Expressed in a fixed daily allowance to cover costs of *hotel, meals and local transportation*. The amount depends on the number of overnight stays:

1 overnight stay → 1 daily allowance (110 EURO)

2 overnight stays → 2 daily allowances (220 EURO)

1 day trip → 0.5 daily allowance (55 Euro)

These numbers are the standard numbers that are used by default. A meeting organiser can propose a different (higher or lower) daily allowance figure if that is motivated by the circumstances of the meeting (e.g. a higher figure for a relatively expensive location or a lower figure for a cheap location where food is provided by the organisers). This must be agreed with the coordinator in advance.

Send claim forms with documents to :

Lenie Zandvliet
Social Science Informatics
Roetersstraat 15
1018 WB Amsterdam
The Netherlands