

Travel and Accommodation Unit Cost Calculation

27 October 2022

1. Travel Unit Cost

[You can check the distance here](#) between the place of your employment and the venue of the event. Please calculate only the one-way distance!

1.1. Intra-state travel and travel between Member States for distances of 51-399 km:

	AT	BE	BG	CZ	DE	DK	EE	EL	ES	FI	FR	HR	HU	IE	IT	LT	LU	LV	NL	PL	PT	RO	SE	SI	SK
AT	60			58	65						64	58	58		58					58		58		58	58
BE		46			82						82						50		82						
BG			12					37				36	26									17			
CZ	58			20	65						64	36	26							20		19		37	21
DE	65	82		65	64	76					82	65			65		82		65	65				65	
DK					76	76													76				76		
EE							16									22		22							
EL			37					36																	
ES									52		82										54				
FI										36													55		
FR	64	82		64	82				82		64				82		82		82						
HR	58		36	36	65							36	36		50							36		37	
HU	58		26	26								36	28		50					26		26		37	26
IE														36											
IT	58				65						82	50	50		52									50	
LT							22									20		19		20					
LU		50			82						82						A		82						
LV							22									19		16		20					
NL		82			65	76					82						82		49						
PL	58			20	65								26			20		20		20		20			21
PT								54													40				
RO	58		17	19								36	26							20		16			21
SE						76				55													56		
SI	58			37	65							37	37		50									27	37
SK	58			21									26							21		21		37	20

For unit prices see the row and the column of the country of employment and the country of the venue (destination). The cell will show the reimbursed unit cost in euro. For travel within Luxembourg over 51 km the actual cost will be reimbursed.

1.2. Travel over 400 km (by plane, train or other transportation):

The unit costs are for a return flight, but the distance is calculated based on the one-way trip!

The distance shall be calculated according to the declaration of the participant: either by the flight calculator or the rail calculator. In case of combined travel (rail and plane), the flight calculator should be applied.

Distance (one-way)	Unit Cost
400-600 km	€196
601-800 km	€209
801-1200 km	€221
1201-1600 km	€230
1601-2000 km	€295
2001-2500 km	€343
2501-3500 km	€433
3501-4500 km	€527

2. Accommodation Unit Cost

The accommodation unit cost is based on the country of the venue. The number of reimbursed nights is indicated in the call for registration. If the travel connections are not possible according to the travel timings, please check with ERA about the possibility of the reimbursement for an extra night.

The accommodation unit cost (per night) in Member States is set as follows:

Austria	€157	Italy	€114
Belgium	€137	Latvia	€95
Bulgaria	€110	Lithuania	€94
Croatia	€104	Luxembourg	€163
Cyprus	€120	Malta	€141
Czech Republic	€107	The Netherlands	€133
Denmark	€158	Poland	€103
Estonia	€107	Portugal	€109
Finland	€146	Romania	€109
France	€166	Slovakia	€98
Germany	€119	Slovenia	€113
Greece	€107	Spain	€117
Hungary	€105	Sweden	€158
Ireland	€139		

3. Examples for reimbursement

a) Travel and accommodation unit cost of a participant working in Brussels for the European Parliament for a 1.5-days seminar in Trier

The travel distance shall be measured in the calculator (see: [here](#)) between '60 Rue Wiertz Belgium' and '4 Metzger Allee Trier'. The route is 253 km, therefore the distance will be under 400 km, so interstate travel applies between Germany and Belgium which is €82.

The participant will arrive the day before the event and leave on the second day of the event (two nights). For Germany the accommodation unit cost is €119 per night. The participant will be reimbursed for travel and accommodation all together **€320** for travel and accommodation.

b) Travel and accommodation unit cost of a participant working in Budapest travelling to a 3-day seminar in Zagreb

For a seminar held at the Hotel Academia in Zagreb, a Hungarian prosecutor working in Budapest will be reimbursed the following travel and accommodation costs. The distance is 348 km. Travel between Hungary and Croatia the travel unit cost is €36. The accommodation unit cost for in Croatia is €104 per night. The participant will get a total reimbursement of **€348**.

c) Travel and accommodation unit cost for a Portuguese participant working in Porto attending a 1-day event in Lisbon

The distance between Porto and Lisbon is 345 km. For intra-state travel in Portugal under 400 km the unit cost is €40. One night of accommodation will be covered, which is €109 in Portugal. The participant will get a total reimbursement of **€149**.

If there are three participants travelling together in the same car from Porto, each of them will be reimbursed with this unit cost.

d) Slovenian participants working in Ljubljana are traveling to ERA for a 1.5-day seminar

The travel distance is 943.2 km for land travel (*rail calculator*) and 715.1 km for a flight (*flight calculator*). If the participant is flying from Ljubljana to Luxembourg, the reimbursed cost will be €209 for the travel. If the participant is travelling by train, the travel unit cost is €221. The participant has to declare which way of travel she/he took and vouch for the accuracy of the claim. The accommodation for event in Germany will be €119 per night. The participant declaring to travel by plane will get all together **€447**, while the participant declaring to travel by train will get **€459**.

e) Participant working in the Azores traveling to Lisbon for a one-day conference

The event takes place in Lisbon and the participant is travelling from Ponta Delgada (Azores). The travel distance is 1446 km and refers to the distance band 1201 to 1600 km. The unit costs reimbursement will be €230 for the travel and for one night €109 for accommodation, all together **€339**.

f) Participant from Athens travels to Lisbon for a course of 5 days.

The travel distance is 2851 km and refers to the distance band 2501 to 3500 km. The unit costs reimbursement will be for this distant €433, while for the 5 accommodation €108 per nights in Portugal. The participant will get a total reimbursement of **€973**.