



# Travelling for the purposes of a research project

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*Decentralised Administrative Management  
Unit - UGAD*

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## APPLICABLE REGULATIONS

In accordance with the Law on Public Sector Contracts (LCSP), the URV has established a framework agreement with travel agencies that prevents it from using the services of travel agencies outside of this framework agreement.

Up to December 2018 the travel agencies with whom the URV currently works are Viajes El Corte Inglés, Halcón Viajes and BMC Travel. In the following years, providing these agencies could vary, the Purchasing web should be checked. No other agency, including those online, may be used **for either travel or accommodation arrangements** (for example Atrapalo, Booking, Lastminute, Edreams, Iberojet, etc.).

However, travel and accommodation arrangements may be made directly with companies that are not travel agencies (for example, transport companies such as Iberia, Vueling, Renfe, Ryanair, Air France, Easyjet, Clickair, Klm, etc., or, in the case of accommodation, directly with the hotel).

The maximum expense claims that may be authorised are specified in the regulations governing the project (see Boletín Oficial del Estado - Official Gazette of the Spanish State: RD 462/2002, of 24 May, on compensation for services rendered, modified by the Resolution of 2 December 2005- *see Annex 1* or DOGC: Decret 138/2008, 8 July, on compensation for services rendered- *see Annex 2*)

## CONFERENCE ATTENDANCE

### Preamble

- The individual registering for a conference must be a member of the research team / work team for the project to which the expense will be charged.
- The conference dates must fall within the period of the project.
- The travel dates must coincide with the dates of the activity for which the journey is being undertaken and may include, if necessary, travel on the day before and on the day after the activity. Travel on dates earlier or later than this will not be eligible for expenses claims unless it is demonstrated that such travel is for purposes directly relating to the project.
- The principal researcher must authorise attendance at the conference.
- In the case of projects funded by the European Union or the National Plan, conference attendance must be for the purposes of publicising the results of the project in order to be eligible for expense claims.
- Conference expense claims may not include conference lunches or dinners, guided tours or any other fee-paying activities organised by the conference.
- The following documents may be submitted for expense claims:
  - o Original invoices for either conference or accommodation or for both conference and accommodation
  - o Conference attendance certificate
  - o Boarding passes (according to project regulations)
  - o In the case of EU-funded projects, the following must also be presented:
    - Poster or oral presentation featuring the project logo
    - For meetings, the minutes of the meeting must be presented
    - Any type of document that accredits attendance at the conference, meeting, etc.

### Registration

Once the individual has registered for the conference, the registration fee must be paid:

- Documentation and information required for payment of registration fee:
  - o Application form, registration form or proof of registration signed by the principal researcher
  - o Account to which the registration fee is to be charged
  - o Taxation and bank details of the conference organiser
  - o Final payment date
  - o Amount due (if there are various fees for different types of registration, these must be specified)
  - o Link to conference website
- Deadlines for requesting payment in advance

In general, payments by bank transfer are made on Mondays and Thursdays. The UGAD must receive the documentation a minimum of at least two days in advance. That is, for a payment to be made on the Monday, the documentation must be received no later than the previous Thursday. For a payment to be made on the Thursday, the documentation must be received no later than the previous Tuesday.

If payment cannot be made by bank transfer, the UGAD permits users to pay by bank card. If this payment method is used, the UGAD must be informed two days in advance of the amount to be paid and the name of the recipient (conference website). The interested party must go to the UGAD in person to make the payment.

## Accommodation

**IMPORTANT.** When paying for accommodation, the limits specified in the applicable regulations must be respected. Accommodation booked via one of the university-approved travel agencies must be reserved by using the template found on the Purchasing webpage and by selecting the applicable regulations. If the total amount to be paid exceeds the limit specified in the regulations, the excess may not be paid with other project grants or funds, but rather it will be paid by the researcher. The excess amount will either be deducted from the researcher's wages if the invoice is in the researcher's name or it will be paid directly by the researcher into a URV bank account if the invoice is in the University's name.

Non-essential additional expenses (e.g. minibar, wi-fi, expenses relating to accompanying associates not belonging to the research group) cannot be charged to the research project.

### Possible situations:

- Option 1. The registration fee includes hotel accommodation or the conference is being held in the same hotel.

The conference organisers can issue an invoice for both the conference registration fee and accommodation, despite the fact that the accommodation is not being reserved via a university-approved travel agency.

- Option 2. The registration fee does not include accommodation, but the conference website offers various alternative accommodation options via a non-university-approved travel agency.

Accommodation may be reserved at a hotel suggested by the conference organisers provided that it is cheaper than the hotels offered by the URV-approved travel agencies. Quotes for the proposed accommodation will be requested to ensure that this is the case.

- Option 3. The registration fee does not include accommodation, but the conference website offers various alternative accommodation options that may be reserved directly with the hotel.

Accommodation may be reserved directly with the hotel.

## Travel

Expense claims for road tolls and parking charges must be supported with the corresponding original tickets or receipts. Receipts for parking charges must show the date and time of parking or they will not be accepted. In general, for state-funded research projects, parking charges may only be claimed for parking at stations/airports and for a period of no more than 24 hours.

Boarding passes, original tickets or the equivalent must be presented in order to claim back the cost of travelling by plane, bus, boat or any other form of transport.

In general, funding bodies do not accept expense claims for the cost of hiring a vehicle with or without a driver. Such claims will only be accepted for exceptional circumstances; for example, if public transport is unavailable, if the researcher is obliged to travel at short notice, if timetables are incompatible, etc. In all cases, the researcher must explain, in writing, the circumstances that necessitated the use of a hire vehicle.

All travel by public transport must be in standard class or equivalent. Taxis may only be used for journeys to or from railway stations, bus stations, airports, ports, etc.

Mileage can be claimed as an expense. All journeys for which mileage is claimed will be considered to start and end at the place of work.

### Meal expenses

Researchers may claim back the cost of a midday meal if the journey begins before 14.00 and ends after 16.00 and lasts for five or more hours.

Researchers may claim back the cost of an evening meal if the journey ends after 23.00.

Meals expenses may not be claimed from EU-funded projects if meals are included in the meeting schedule.

## OTHER JOURNEYS

### Preamble

- At the time of travel, the individual travelling must be a member of the research team/work team for the project to which the expense will be charged.
- The travel date must fall within the project dates.
- The travel dates must coincide with the dates of the activity for which the journey is being undertaken and may include travel on the day before and on the day after the activity. Travel on dates earlier or later than this will not be eligible for expense claims unless it is demonstrated that such travel is for purposes directly relating to the project.
- The principal researcher must authorise the journey.
- The following documents may be submitted for expense claims:
  - o Original invoices
  - o Supporting documentation must be presented to demonstrate the relevance of the journey to the project.
  - o Boarding passes (depending on the applicable regulations, and obligatory for EU-funded projects)

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**IMPORTANT.** When paying for accommodation, the limits specified in the applicable regulations must be respected. Accommodation booked via one of the university-approved travel agencies must be reserved by using the template found on the Purchasing webpage and by selecting the applicable regulations. If the total amount to be paid exceeds the limit specified in the regulations, the excess may not be paid with other project grants or funds, but rather it will be paid by the researcher. The excess amount will either be deducted from the researcher's wages if the invoice is in the researcher's name or it will be paid directly by the researcher into a URV bank account if the invoice is in the University's name.

Non-essential additional expenses (e.g. minibar, wi-fi, expenses relating to accompanying associates not belonging to the research group) cannot be charged to the research project.

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Meals expenses may not be claimed from EU-funded projects if meals are included in the schedule of the meeting, conference, etc.

## ANNEX 1

The following document specifies the amount that may be claimed for meal expenses according to Royal Decree 462/2002 Boletín Oficial del Estado (Official Gazette of the Spanish State).



ANNEX 1.pdf

## ANNEX 2

The following document specifies the amount that may be claimed for meal expenses according to Decree 138/2008, DOGC.



ANNEX 2.pdf