

EMRP Call Process

Form 6b: Payment to Referees

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Approved: EMRP Programme Manager

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1. Scope

This form explains how Referees can claim expenses for participation in the Review Conference, and an honorarium. The JRP-Participants and EMRP Researcher Grant applicants are not eligible to claim.

2. Eligible Claims

Referees are not remunerated but will be entitled to an honorarium for evaluating JRP proposals and EMRP Researcher Grant applications. This is an ex-gratia payment, not a payment for the supply of services to EURAMET. In addition to the honorarium, Referees can claim their major travel expense for attending the Review Conference, and the cost of hotel accommodation at the Review Conference.

a. Honorarium

The honorarium is a fixed amount of 900 € for evaluating JRP proposals and EMRP Researcher Grant applications. It is only paid to Referees who satisfactorily complete the evaluation for the entire duration of the Review Conference. No further payments are made for any preparatory reviewing, or for subsequently reviewing any EMRP Researcher Grant applications.

The honorarium is offered to all Referees as recognition of their expertise, a reward for their contribution to the review process, and to cover all minor incidental expenses such as meals, local transport (bus, tram, metro, taxi, parking, petrol costs, etc.), VAT on hotel accommodation, travel and accident insurance.

b. Travel Expenses

The major travel expense to the Review Conference is reimbursed on the basis of actual expenditure. The most economical means of travelling must be chosen. This is usually:

- an economy flight, non-flexible (note that for air travel, the air ticket, e-ticket or receipt are all acceptable proof of purchase), or
- an economy train fare.

Any additional expenses for minor transport should be paid from the honorarium.

In case of expenses in a currency other than Euro, EURAMET apply the European Commission's monthly accounting rate (for the invoice date). The rates are published here <http://ec.europa.eu/budget/inforeuro/>

c. Accommodation Expenses

The Review Conference is held at an easily accessible hotel (in Europe) chosen by the EMRP Committee.

The accommodation is reimbursed for the duration of the Review Conference. In the exceptional circumstance that staying an extra night enables the Referee to obtain cheaper travel (saving more than the hotel's nightly rate) then an extra night of accommodation may be claimed. In such cases, please contact the EMRP-MSU in advance. Please note that we are unable to reimburse costs for VAT, all VAT paid on hotel costs will be deducted from your claim.

3. Claim Procedure – How to Claim

The honorarium is usually paid to the individual Referee, however we recognise that some companies / institutions do not allow this. Therefore the claim form enables you to indicate if it should be paid to your company / institution rather than your personal account, or if the honorarium cannot be accepted at all.

Expenses are usually reimbursed to your company, however if you incurred the expenses yourself you may claim these back directly. Proof of expenses is required, and in most circumstances original receipts are required for each item on your claim form. However, if your company requires the original receipts for their accounts, we will accept photocopies of your receipts.

All claims must be received on the official claim form, within one month of the Review Conference or no payment will be made. The completed claim form, with the hotel invoice, and travel ticket attached, should be posted to: EURAMET e.V, EMRP Management Support Unit (EMRP-MSU), National Physical Laboratory, Hampton Road, Teddington, Middlesex. TW11 0LW. United Kingdom.



Referee Claim Form



MEETING DETAILS:

| | |
|-------------------|-----------------------|
| Review Conference | Add date and location |
|-------------------|-----------------------|

CONTACT DETAILS:

| | |
|------------------------------|--|
| Name of Referee | |
| Name and address of employer | |
| Referee's telephone number | |
| Referee's email address | |

CLAIM DETAILS: I wish to claim the following items (use one line per receipt /item please)

| | Amount claimed in € | Receipt included | Date of expenditure | Details (hotel or restaurant name, details of journey etc) | Reimburse (delete as appropriate) |
|---|---------------------|------------------|---------------------|--|-----------------------------------|
| Honorarium | 900 € or 0 € | Not required | N/A | Honorarium for evaluation | Referee / Employer |
| Hotel costs | | Yes/No | | | Referee / Employer |
| Economy plane/train ticket (non-flexible) | | Yes/No | | | Referee / Employer |
| Total. | | | | | |

BANKING DETAILS: only complete the relevant column/s for your claim

| | Referee's Personal Account | Employer's account |
|--|----------------------------|---------------------------------|
| Name of account holder (as registered with the bank) | | |
| Full address of account holder (as registered with the bank) | | |
| Contact person for the account holder (normally the company financial contact) | N/A | Name: Tel: Fax: Email: |
| Bank name | | |
| Branch address (Full address - PO box not accepted) | | |
| For UK: | Account number | |
| | Bank code | |
| For Europe: | SWIFT address code | |
| | IBAN number | |
| For the US: | A.B.A/Routing Code | |

Send to:

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| <p>EURAMET e.V. EMRP Management Support Unit (EMRP-MSU) National Physical Laboratory Hampton Road Teddington, Middlesex TW11 0LW UK</p> |
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