Annex 10

**NORWAY GRANTS 2014 – 2021 PROGRAMME “GREEN ICT”**

**Development of standardised unit price to compensate for travel and accommodation costs, or implementation of facilitated method for compensating for travel costs in the Norway Grants programme “Green ICT”**

**Introduction**

The Norway Grants programme supports innovative projects of Estonian enterprises, promoting international competitive and cooperative capabilities, the growth of added value, and resource efficiency. The programme especially welcomes enterprises that already have a partner in Norway. Projects that introduce joint solutions for enterprises and develop partnerships between Estonia and Norway are preferred.

The projects that receive grants from the programme, depending on the planned activities and the grant type, are divided into two: the amount of costs of a small grant scheme Project remains within 10,000–20,000 euros and the amount of costs of a mail call Project within 200,000–700,000 euros (up to 1,250,000 euros in the projects for the development of welfare technologies).

The small grant scheme and the main call of “Green ICT” include activities, which involve travel costs between Estonia and Norway. Since these are direct costs required to achieve the results, the travel costs are eligible to be funded from the programme. Therefore, eligible costs within the programme include, for example, airline ticket costs, accommodation costs, meeting costs, etc. Costs are eligible for both Estonian and Norwegian partnership enterprises:

1. Standardised unit price of travel costs in case of a foreign trip (Estonia–Norway–Estonia or Norway–Estonia–Norway) is 285 euros per passenger.
2. The standardised unit price of accommodation cost is 135 euros/night in Norway and 100 euros/night in Estonia (per traveller).

**The reimbursement of travel costs is based on the following principles:**

1. The accommodation costs are compensated on the basis of standardised unit price by implementing the share of grant awarded for the project.
2. The unit price of travel costs includes all required costs to travel from the seat of the enterprise to the destination country and back, as well as any accompanying travel costs in the country of residence (e.g. bus/train Tartu-Tallinn-Tartu, taxi to the airport) and in the country of destination (to the destination from the airport and back, also national flights, if necessary). The standardised unit price of travel costs is subject to the grant rate designated for the project. In case of a domestic business trip, the travel costs are not compensated for.
3. In justified cases, 1 night before and 1 night after the corresponding event, meeting or similar affair are compensated from the accommodation costs. The Project promoter submits the corresponding justification to Enterprise Estonia.
4. To prove that the travel and accommodation costs have occurred, the Project promoter should submit a summary of the business trip in the form provided by Enterprise Estonia. The above-mention form is part of this document and includes information about the travel date, participants, objective, activities, and results.
5. The Project promoter does not have to submit expense recipients and payment documents to prove the costs (invoices, payment orders, boarding passes, transport tickets, fuel receipts, etc.).
6. Within a small grant scheme, the Project promoter submits a document verifying the travel with a final report, within a main call with an intermediate and/or a final report.
7. If required, the Project promoter provides Enterprise Estonia with supporting documents or additional explanations about the travel programme, participants, etc.

**TRAVEL SUMMARY**

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| --- | --- |
| **Project number (EUXXXXX) and name of project** |  |
| **Project Promoter (Estonian company implementing the project)** |  |
| **Name of the company (traveller)** |  |
| **Number and names of traveller(s)** |  |
| **Time of travel** |  |
| **Travel destination(s)** |  |
| **Daily allowance rate and amount paid** (per each participating person(s)), only for project team members working Under employment contract ) |  |

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| **Contact details of partner(s) visited (incl. name of partner company and persons)** |
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| **Main purpose of travel** |
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| **Main outcomes and follow-up activities of travel** |
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| **Explanation for overnight stay in the country of destination before and/or after the event, meeting or other event** |
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***\*I hereby confirm that information provided is correct.***

*SIGNATURE (by authorized person)*