

**Interreg**



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**Info-Day for the 2<sup>nd</sup> Call and 3<sup>rd</sup> Call for Project Proposals –  
Operations of Strategic Importance**

**GREECE – ALBANIA 2021-2027**

Info Day for Strategic Projects  
**On-Line, June 2025**

Interreg VI-A IPA CBC 'Greece-Albania 2021-2027' Programme  
CCI: 2021TC16IPCB010  
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## Regulatory Framework for Expenditure Eligibility

1. Regulation (EU) 2021/1059: Article 41 “Travel and accommodation costs”
2. Ministerial Decision 45820/17.5.2023 (Government Gazette 3281/B/17-5-2023) “Rules on expenditure eligibility, public procurement audit procedures, and the procedure for submitting and evaluating objections by beneficiaries of actions under the INTERREG 2021–2027 Programmes,” Article 16 “Travel and accommodation costs”
3. Subpar. Δ9 of par. Δ of article 2 of Law 4336/2015 (FEK A’ 94)
4. Joint Ministerial Decision 2/68332/ΔΕΠ (FEK B’ 2943/2016) regarding travel costs within the NSRF
5. The Beneficiary’s regulatory framework if the cost limits are lower from the national ones



## Travel Expenses

5. Hotel invoices and hotel payment documents for accommodation only (room service costs are not covered) and strictly for those travelling, who should be mentioned by name on the hotel invoice.
6. Proof of payment of off-site compensation (only for the institution's staff) in accordance with the beneficiary's institutional framework.
7. In cases of travel outside the Programme's eligibility area, the decisions of the approved Programme bodies justifying such travel must be submitted.
8. If a travel is not described in the AF or in the Justification of Budget Cost, a relevant approval (e-mail) from the MA/JS is required for the approval of this action

## Travel Expenses

- a) **Travel expenses** and in particular the cost of public transport tickets, the cost of mileage compensation due to the use of a privately owned or leased means of transport, the cost of tolls, the fare of a vehicle for travel by sea, the rental of a vehicle or the cost of using a public passenger car (taxi) where permitted,
- b) **Accommodation expenses** for the recognised amount for each type of hotel unit or rented accommodation, and
- c) **The daily allowance**, which is paid to the person travelling to cover the expenses incurred due to the person travelling and staying away from home for the performance of a service, are eligible, provided that the travel is necessary for the implementation of the operation, as provided for in the decision in accordance with the relevant institutional framework of the beneficiary.

## Travel Expenses

It is checked whether the costs concern the staff related to the project (project team).

The following are taken into account for the documentation of the relevant costs:

1. The invitation to participate, minutes of the meeting, list of participants with signatures for the days of the meeting.
2. The travel order in accordance with the beneficiary's institutional framework.
3. Travel diary of the person travelling/ travel expense report, in accordance with the beneficiary's institutional framework
4. Tickets, ticket sales receipts and supporting documents for ticket payment, toll receipts. In cases of use of an airplane, a boarding pass is also required.

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### Examples – Be careful

- In the agenda of a meeting/conference abroad, “lunch break” and “farewell dinner” are mentioned. The daily allowance for the participant is mentioned in (Law 4336/2015, art. 17)
- Kilometer allowance for participation in a meeting at the MA in Thessaloniki. What amount is eligible (Law 4336/2015, article 7)
- Travel expenses of an external partner for participation in a technical meeting. What amount is eligible?
- Taxi expenses for travel from the airport to the hotel. What amount is eligible (Law 4336/2015, art.7)

## Travel Expenses

### FLAT RATE

The travel and accommodation costs of an operation can also be calculated at a flat rate of up to 15% of the direct staff costs of the operation in question.

**We thank you for your attention!**