

GEBCO Travel Reimbursement Guidelines

GEBCO travelers should complete the Stockholm University Fakturaportalen Expense Claim form. Please leave the Project ID Number blank. GEBCO travelers must also complete a GEBCO itinerary form. Travel claims are preferred to be sent by email in MS Word or PDF format. Reimbursement will be made by payment directly to a specified bank in the currency of the claim or other currency specified.

RECEIPTS

Copies of receipts for transportation, lodging and incidentals (e.g. laundry, internet, etc.) are required and should be sent with expense claim form. Scanned receipts can be sent in PDF format.

TRAVEL EXPENSES

Travel is reimbursed at the following rates:

- **Rail:** Sleeper is allowed for overnight trips.
- **Air:** tourist or economy class fare using the most economical fare possible.
- **Road:** Swedish Government mileage rate per kilometer.

LODGING

Lodging expenses should be kept as reasonable as possible. Mid-priced hotels should be used if there is a choice. Meeting and conference hotels should be selected as appropriate.

SUBSISTENCE:

The GEBCO per diems are based on the official Swedish Government per diem rates and are paid to cover living costs while traveling on GEBCO business. Per diems cover the nights spent on GEBCO business. When no overnight stay is involved, actual expenses will be reimbursed on receipt of relevant bills.

Completion of the GEBCO Itinerary Form is required in order to calculate accurate per diem rates.

For calculation of per diems, when meals are provided by the sponsor and not paid by the participant, deductions will be made according to the following breakdown:

- 20% of per diem for breakfast paid by sponsor
- 30% of per diem for lunch paid by sponsor
- 50% of per diem for dinner paid by sponsor

REQUIRED FORMS

- 1) Stockholm University Fakturaportalen Expense Claim Form – SU9066
- 2) GEBCO Itinerary Form

Send forms to (email preferred): David Clark, GEBCO Secretary/Treasurer, NOAA NGDC, 325 Broadway, Boulder, Colorado, 80302, USA. Email: David.M.Clark@noaa.gov

NOTE – No longer in effect after June 1, 2015