

Type of costs	Justification to provide
Materiel	
Consumables or material ordered from the CERN catalogue <i>Please note that such expenses might be eligible in specific cases. Charging an internal invoice can be possible applying a ratio to remove the indirect costs</i>	Copy of the EDH Document
Material bought outside CERN	1/ Copy of the DAI 2/ Copy of the invoice
Reimbursement of small purchases outside CERN through a "Sundry expenses" claim (not recommended)	Copy of the invoice Authorization by the Department Head (mandatory after 01.03.2014)
Travel Costs / Attendance to events outside CERN for CERN personnel	
Travel authorization	Copy of the document signed by supervisor
Travel costs through Carlson Wagonlit (recommended)	1/ Copy of the flight or train tickets 2/ Travel agent invoice for Carlson Wagon Lit global invoice : detail of the flight and price per person 3/ Boarding passes, if any, should also be enclosed with the claims
Travel costs bought directly by CERN personnel (not recommended)	1/ Copy of the flight* or train tickets 2/ Travel agent invoice <i>*for online booking (such as EasyJet): confirmation mentioning the price, or that the payment has been done, is accepted.</i>
Travel costs by private car	1/ Copy of the travel authorization mentioning the use of private car 2/ Copy of the EDH document 3/ Copy of a second class train ticket estimate with the dates of the travel (for more accuracy, this estimate should be done prior to the trip)
Car rental	1/ Copy of the travel authorization mentioning the car rental 2/ Copy of the car agent invoice (confirmation of booking or estimate not sufficient)
Other travel costs	Copy of all receipts and/or invoice indicating the price (bus, subway, taxi*...) <i>*taxi authorised only if no other public transportation is available</i>
Conference / Registration fees	1/ Copy of the invoice or detailed receipt showing: name of the hosting institute (most recommended official letterhead of the hosting institute), name and date of the event, name of the participant, amount of the registration fees showing the taxes or mentioning no taxes applicable. 2/ Copy of the conference programme 3/ Participants list (available online for some conferences)
CERN Subsistence	Copy of the EDH Claim / no other justification is required if CERN rates are applied Agreed lump-sums are accepted as long as they are less than the standard subsistence
Invited speakers / experts or Visiting Scientists	
Reimbursed of lump sums or real costs	1/ Copy of CERN official invitation letter mentioning the name of the invitee, the name and date of the event, the purpose of their visit, the lump sum and the costs covered 2/ Copy of a confirmation letter from the institute indicating there is no double reimbursement for the same invitee's expenditure 3/ Copy of the EDH claim 4/ receipts / invoices of all expenditures (if reimbursed on actual costs)
Meetings organization	
Meetings organized at CERN / coffee breaks and working lunch	1/ Programme or agenda of the event 2/ Participants' list 3/ Copy of Restaurant/NOVAE invoice
Meetings organized outside CERN/ room rental, coffee breaks and working lunch (subcontracting)	1/ Programme or agenda of the event 2/ Participants list 3/ Copy of Restaurant invoice 4/ Copy of room rental invoice
Trans-national activities	
For all external visitors	1/ Copy of the EDH document and all supporting documents required by the Trans-National Activity (Application, approval of the Scientist in charge of the activity) 2/ Copy of CERN official invitation letter 3/ Copy of the statement of honor certifying no double reimbursement request 4/ Copy of the flight or train tickets 5/ Copy of the travel agent invoice 6/ Copy of the boarding passes 7/ Copy of all transportation receipts and/or invoice indicating the price (bus, subway, taxi ...) <i>*taxi might not be eligible / please refer to the project internal rules</i>
All supporting documents are necessary at the reporting time for the Financial Cost Statement.	
They should be attached throughout the year to the EDH documents in order to facilitate the administrative work and allow EUfin to meet the reporting deadlines imposed by the European Commission.	