

REGULATIONS FOR MISSION EXPENSES - External parties



This regulation falls within the scope of Article 7 of Decree No. 2006-781 amended laying down the conditions and arrangements for the payment of the costs incurred by the temporary travel of the INSTITUTE's staff or by external collaborators or external parties



Type of service	RULES FOR REIMBURSEMENT OF EXTERNAL PARTIES	Documents to be provided
<p>Framework of the mission</p> <p>Preamble</p>	<p>Start and end of mission:</p> <ul style="list-style-type: none"> - Train, excluding Eurostar: times shown on the tickets, extended by 1 hour before and after. - Train, Eurostar: times shown on the tickets, extended by 2 hours before and 1 hour after. - Plane, national flights: times shown on the tickets, extended by 1 hour before and after. - Plane, international flights and overseas departments and collectivities: times shown on the tickets, extended by 2 hours before and 1 hour after. 	<p>Refunds are made only by bank transfer to the personal account of the expert</p> <p>Only tickets paid for by the person moving (and not their employer) will be reimbursed.</p>
<p>Train</p>	<p>Reimbursement of the actual cost of travel, subject to the following conditions:</p> <ul style="list-style-type: none"> - Travel in 2nd class <p>Possibility of 1st class if the train trip exceeds 3 hours or if the person has a rail card enabling them to get a price lower than that for 2nd class.</p> <p>In the event of a change of time for reasons arising from work, the actual cost of the surcharge is reimbursed.</p> <p>Only tickets paid for by the person moving (and not their employer) will be reimbursed.</p>	<p>Tickets (if taken over by the person concerned)</p> <p>Proof of payment (identifying the object, the amount and the identity of the payee and payer)</p> <p>Ticket/invoice for surcharge</p>
<p>Plane</p>	<p>Reimbursement of the actual cost of travel, subject to the following conditions:</p> <p>Only if the air travel reduces the A/R journey by 4 hours compared to the train (or by 2 hours the single A or R journey) or if it proves more economical than the train, If SNCF does not allow e-tickets to be issued for departures from outside of France, the plane journey is authorised.</p> <p>In the event of a change of time for reasons arising from work, the actual cost of the surcharge is reimbursed.</p> <p>If flight < 6 hours: reimbursement of the actual cost - ECO class only</p> <p>If flight > 6 hours: reimbursement of the actual cost - ECO Premium Class (or ECO class if no availability)</p> <p>Only tickets paid for by the person moving (and not their employer) will be reimbursed.</p>	<p>Tickets (if taken over by the person concerned)</p> <p>Proof of payment (identifying the object, the amount and the identity of the payee and payer)</p> <p>Ticket/invoice for surcharge</p>
<p>Personal vehicle</p>	<p>Mileage allowances are reimbursed in line with the mileage allowance scale set by the French decree.</p> <p>Tolls: actual cost.</p>	<p>Insurance certificate covering business travel</p> <p>Copy of the vehicle registration document or evidence of the model of vehicle (with engine power)</p> <p>Via Michelin website itinerary</p> <p>Proof of tolls</p>

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Parking charges at train stations and airports	Travel from home or INCa to the departure train station or airport. Reimbursement of the actual cost of parking charges, limited to the duration of the mission and to the lowest parking charges.	Bill or parking ticket with proof of payment
Public transport (bus, metro, RER, tram, local train, etc.) (France and outside France)	Travel by public transport is to be encouraged and must be consistent with the dates and locations of the mission. Reimbursement of the actual cost	Travel tickets (bus, metro, RER, tram, etc.) Actual cost of the expense incurred, upon presentation of original supporting documents Proof of payment (identifying the object, the amount and the identity of the payee and payer)
Taxi (France and outside France)	To be reimbursed, external parties' taxi-VCT(chauffeur-driven private cars) or UBER receipts must correspond to the dates and times of the mission and identify 2 of the following locations as the departure and arrival points: train station/airport - place of residence - location of meeting - hotel.	Bill showing the date, place of departure and arrival or receipt or proof of payment
Car rental	Not reimbursed	Not reimbursed
Accommodation	In metropolitan France and overseas: the external parties are allowed to take 1 or 2 extra nights in relation to the duration of the meeting -meeting day or/and evening if transport schedule is incompatible -or if the meeting organised by the INCa lasts for several days (accommodation between each day). In the event of a strike, 1 additional overnight stay can be reimbursed. <u>Care, in real, of hotel nights (including breakfast) within the following ceilings:</u> - Paris and Ile-de-France: ceiling of €150 - Lyon - Toulouse - Bordeaux - Marseille - Nice: ceiling of €100 - Other cities in France: limit of €90 - In overseas departments and collectivities: ceiling of 90 € Martinique, Guadeloupe, Guyana, Réunion, Mayotte, Saint Pierre and Miquelon, New Caledonia, Wallis and Futuna, French Polynesia	Accommodation invoices paid or proof of payment (identifying the object, the amount and the identity of the payee and payer)
Meals	Lunch or Dinner: support for external parties on mission <u>during the whole period between noon and 2pm or 7pm and 9pm</u> - Package of €17.50: in metropolitan France - Package of €17,50: Martinique, Guadeloupe, Guyana, Réunion, Mayotte, Saint Pierre and Miquelon - Package of €21,00: New Caledonia, Wallis and Futuna, French Polynesia - Flat rate at the pond: 17.5% of the amount of the allowance Daily mission expenses If a lunch or dinner has been scheduled and paid for by the organizer of the meeting, or, if the meal is taken in charge by the carrier is deducted from the number of individual lunches or dinners refundable.	Bills are not mandatory

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