



Achtkante met riet gedekte grondzeiler poldermolen de Zuid-Hollandse molen te Hank. Gezicht op de zijkant. Er gaat een vliegtuig over, Association De Hollandsche Molen, Netherlands, CC BY-SA

# EUROPEANA NETWORK ASSOCIATION

## Travel reimbursement policy 2025



Funded by  
the European Union



## Context

The members of the Europeanana Network Association (ENA) have a mission focused on capacity building, networking, and outreach. Many activities involve both virtual and physical meetings. While virtual meetings are preferred, the need for hybrid meetings remains significant in the context of network activities. This procedure aims to provide clear directions and rules for the ENA Members Board, Members Council, and members of ENA Communities, working groups, and task forces regarding travel reimbursement, both before and after travel arrangements are made. It does not intend to address the rationale for the travel itself. However we aim to reduce the ENA travel cost to a strict minimum and travel cost can be waived or considered as an in kind contribution.

According to Article 21 and subsequent articles of the Statutes, and Article 19 of the Europeanana Network Association Bylaws,<sup>1</sup> the ENA Management Board (ENA MB) is entrusted with the management of the Association, as well as for writing the Association's annual policy for the coming year and setting the Association's budget for the coming year, as stated in the point 1.3. of the Europeanana Network Association Procedures.<sup>2</sup> As such, it holds responsibility for deciding on ENA procedures and communicating them to its members. The current rules will supersede any previously established rules and will be effective from April 1, 2025, through December 31, 2025.

## Field of application

ENA members may require travel for the following purposes:

- The ENA MB, the ENA Members Council, and ENA Communities' Steering Groups.
- Active Europeanana Initiative task forces and working groups, whether cross-Initiative or specifically run by the ENA.
- The cross-Europeanana Initiative Strategy Group and cross-Europeanana Initiative activities.
- Representation of the ENA and ENA Communities in outreach activities.
- Projects where the ENA is a funded partner.
- ENA country groups.

The Europeanana Foundation and partner organisations within the data space for cultural heritage consortium are responsible for their own travel rules regarding staff, supervisory board, and advisory board meetings, even when ENA members are involved.

## Definitions

**Working meetings:** conducted to further the objectives of the ENA and must be registered with the ENA Secretariat at least one month before the scheduled date. Whenever possible, working meetings should be organized to coincide with co-located

---

<sup>1</sup> See: [europeanana-network-association-statutes.pdf](#), and [europeanana-network-association-bylaws.pdf](#).

<sup>2</sup> See: [ENA Procedures - revised version \(2022\).docx](#)



events, such as the Europeanana Conference, ENA Members Council meetings, or project meetings, but exceptions can be made when circumstances demand otherwise.

**Outreach meetings:** conducted to support the objectives of the ENA by representing the ENA or ENA Community. These meetings must be registered with the ENA Secretariat at least one month prior to the scheduled date.

#### **Decision on the eligibility of the reimbursement:**

- **The ENA MB** decides upon the reimbursable travel for meetings related to the ENA MB, ENA Members Council, ENA Annual General Meeting, and other approved initiatives applying for the ENA budget (e.g. Country Groups).
- The **Community Steering Board** decides upon the reimbursable travel for their activities, working groups, and task forces within the limits of the allocated Community budget.
- The ENA MB and Community Steering Boards may choose to deviate from this reimbursement policy by reducing the eligible maximum allowance or setting a global maximum lump sum for all travel costs. This could be done, for instance, to increase the number of participants at an event or to provide grants for event participation. The ENA Secretariat will communicate the applicable reimbursement rules prior to the meeting or event.

## **Eligible Costs**

### **1. Transport Costs**

- A maximum allowance for all transport costs is set at **500 EUR**, including the cost of cancellation insurance. If the actual cost is lower, only the actual amount will be reimbursed.
- Return travel must be booked in **second class or economy class** (including checked-in luggage, if necessary).
- Travel by train and/or public transport is strongly encouraged over air travel whenever feasible and when it represents the cheaper and more practical travel option. This may depend on factors such as distance, travel time between the base and meeting location, or the availability of suitable connections.

### **2. Hotel Costs**

- The maximum reimbursable room rate is **120 EUR per night**, including local taxes and breakfast. If the actual cost is lower, only the actual amount will be reimbursed.
- Hotel costs can be covered for the night before the event, the days of the event, and the final day of the meeting or event.
- For one day meetings or events, the hotel cost is only eligible when the distance between the base and the meeting location is greater than 2 hours.

3. No other travel cost and substances than the one above mentioned are reimbursable.



## Exceeding the Amount of Reimbursement

In cases where additional reimbursement for travel and hotel costs is exceptionally requested by the beneficiary, the exceeding amount must be justified by the beneficiary, and approved in writing by the ENA MB prior to the travel.

Claims for additional reimbursement should be submitted in writing to the ENA Secretariat.

## Cancellation Policy

ENA members are individually responsible for bearing the cost of cancellation. It is advisable to secure appropriate cancellation insurance to cover instances of force majeure.

## Reimbursement Procedure

The costs for transport and accommodation will only be reimbursed after the travel, upon submission of request, together with all (electronic) invoices that include the full name of the individual.

All claims must be submitted by email to the ENA Secretariat at [network@europeana.eu](mailto:network@europeana.eu) within one month after the last day of travel.

Approved on 9 April 2025 by the ENA Management Board.



 [pro.europeana.eu](http://pro.europeana.eu)

 @EuropeanaEU



Funded by  
the European Union