

Participant Guidance - Hosting Workshops (Finances)

Background/ Budgeted costs

The budgets for hosting a workshop were advised from the Commission, e.g. for meeting set-up (2000 €), travel (750 €) and subsistence (150 € per person per day). This figure was multiplied by the number of scheduled meetings for each participant.

To set up a meeting, each Work Package Leader has been allocated €2000. This is to include meeting room hire and catering for the meeting. N.B. this does not include delegates travel, subsistence and accommodation expenses.

Number of hosted Workshops per organisation

EA - 18	SwEPA - 1	IEP - 1
SYKE - 2	ADEME- 2	

Hospitality

Although we are allowed to claim some hospitality costs, it depends on the financial auditor as to whether to costs are allowed. For example, a trip to a local tourist attraction may not be deemed as necessary for the project.

In this situation we would suggest hosting an event which is without charge. For example, the Bath market trip for the WP2 meeting. The Environment Agency can claim for the cost of the journey to the event because we had dinner in Bath, but could not claim entry costs to the Bath Spa.

Expenditure has to be actual, economic and necessary so the hosts should think whether the activity is deemed directly necessary for the project.

Catering

One suggestion would be to host the meetings in the organisation offices. This will enable the participants to visit your office as well as keep costs down. In which case, the organisation caterers could be used and claimed for in the €2000 budget for setting up the meeting.

Transport

Transport to and from the meeting should be paid by individual delegates because each participant has been allocated €750 euro costs for travel costs, €1000 euro for Polish participants. The cost of transporting delegates to and from the meeting should not be deducted from the meeting set up costs.

Evening meals – Outside Hotel

Each participant has been given €150 subsistence budget for meetings. Therefore, if meals are taken outside of the hotel, each delegate should pay for their meal. N.B. each participant will need an individual receipt as evidence of this charge.

Day Delegate Rate

One option to avoid confusion in expenses is to ask the hotel to set up a day delegate rate. This charge includes overnight accommodation, breakfast and dinner.