EXCELLENCE IN
AGRICULTURE AND FOOD RESEARCH

INTERNAL REGULATIONS FOR THE MANAGEMENT OF TRAVEL & PER DIEMS

2026

Fundació Centre de Recerca en Agrotecnologia - Agrotecnio

Internal regulations for the management of travel & per diems

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1. Objective

Regulation is intended to regulate the procedure for the authorisation, undertaking and justification of travel and related per diem allowances incurred by the Foundation's staff for professional reasons, as well as to establish the criteria for the reimbursement of the expenses incurred.

The policy is based on the following principles:

- Necessity of the travel;
- Efficiency in the use of public resources;
- Transparency;
- Environmental sustainability;
- Compliance with the regulations of funding bodies.

In all matters not expressly provided for in these Regulations, the Royal Decree 462/2002 of 30 May on allowances for the performance of duties, or the legislation that replaces it, shall apply.

2. Scope of application

This Policy applies to:

- Research staff, both on a contractual basis and by secondment to the centre;
- Administrative and support staff;
- Management;
- Any other person authorised by Management when acting on behalf of the Foundation.

3. Authorisation of journeys

All travel must be authorised in advance.

Authorisation will be granted by:

- Researchers: The Principal Investigator of the project or the head of the unit.
- Principal Investigator: Management, or in the current case, the Head of Administration and Director of the Centre.
- Administrative staff: Management, or in the current case, the Head of Administration

The authorisation must state:

- Purpose of the trip;
- Destination;
- Dates;
- Project/Activity to which it is linked;

3.1. Procedure for urgent or unforeseen travel

Exceptionally, where for justified reasons it is not possible to obtain the prior authorisation provided for in this Regulation, travel may be authorised on an urgent basis.

Situations that may fall under this procedure include, but are not limited to:

- Invitations or meetings arranged at short notice;
- Incidents in research projects requiring immediate travel;
- Meetings with funding bodies or collaborating institutions convened on an extraordinary basis;
- Participation in scientific or technical activities of interest to the Foundation where a delay could be detrimental to the project or the institution;
- Other duly justified circumstances.

In such cases, authorisation may be granted verbally or by email by the competent person.

The individual concerned must regularise the request and provide the supporting documentation as soon as possible and, in any case, together with the travel expense claim.

Urgent authorisation does not exempt the individual from complying with the other requirements set out in this Policy, nor does it guarantee reimbursement for ineligible expenses or for those not duly justified.

Wherever possible, the principles of cost-effectiveness, sustainability and the responsible use of the Foundation's resources must also be applied to urgent trips.

4. General principles

Travel should be organised according to the following criteria:

- Always choose the most cost-effective option compatible with service requirements;
- Prioritise public transport;
- Avoid travel when video conferencing can be used;
- Book services in good time to obtain the best rates.

5. Means of transport

5.1 Public transport

This is the preferred means of transport.

The following may be used:

- Train;
- Bus;
- Underground;
- Taxi when justified;
- Airplane.

Tickets should preferably be purchased in economy class.

A higher class may only be authorised when:

- There is no availability;
- The cost is equivalent;
- It is justified by service requirements.

5.2 Private vehicle

The use of your own vehicle must be justified.

Reimbursement will be made at the rate established by the current regulations of the Generalitat de Catalunya.

The following will also be reimbursed with the appropriate justification:

- Tolls;
- Necessary parking fees.

The following will not be reimbursed:

- Fines;
- Penalties;
- Expenses arising from traffic offences.

5.3 Hired vehicles

They may only be used when:

- there is no suitable public transport;
- they are more cost-effective;
- they are essential for the development of the activity.

A justification for requesting the hired vehicle will be required.

6. Accommodation

Accommodation expenses will be reimbursed when an authorised business trip makes it necessary to stay overnight away from the employee's usual place of residence or place of work. This necessity will be considered to exist, among other circumstances, when:

- The transport timetables do not allow for a return journey to be made on the same day under reasonable conditions;
- The activity, meeting, congress, workshop or any other service-related event takes place over more than one consecutive day;
- It is more cost-effective to stay at the destination than to make daily journeys;
- Other duly justified circumstances exist that make an overnight stay advisable or necessary.

In all cases, the accommodation must comply with the principles of necessity, efficiency and good management of public resources.

Accommodation expenses incurred from authorised business travel will be reimbursed, provided they comply with the financial limits set out in this Policy and are duly justified.

Accommodation must comply with the maximum amounts set out in Royal Decree 462/2002 of 30 May, or any legislation that replaces it.

When market prices exceed the amounts set by Royal Decree 462/2002 of 30 May (for international fairs, congresses, high-demand cities, etc.), an exceptional higher amount may be authorised, provided that:

- There is documentary justification;
- There are no reasonable alternatives;
- The authorisation is explicit because it is part of the organisation.

7. Meals

Meal expenses will be reimbursed in accordance with the limits set out in Royal Decree 462/2002

Per diems will not be payable when:

- Meals are provided by the organising body for attendance at events;
- They are included in the conference registration fee;
- They are funded by third parties.

8. Project-funded trips

When the travel is funded by:

- European Commission;
- State Research Agency;
- Generalitat de Catalunya;
- Other bodies,

The rules established by the governing regulations or the funding agreement shall prevail.

Where these permit the application of internal regulations, this Regulation shall apply.

9. Advances

An advance of up to 80% of the estimated expenses may be requested.

Staff may request an advance to cover expenses arising from a business trip when the estimated amount of the expenses is equal to or greater than 500 euros.

The advance request must be submitted at least 10 working days before the start date of the trip.

The final account must be submitted within 15 working days of returning from the trip.

10. Reimbursement

To claim a refund, you will need to provide:

- Settlement form *(formulari de liquidació);*
- Original or electronic invoices;
- Proof of payment where applicable;
- Boarding cards or equivalent for flights;
- Congress or meeting programme, where applicable
- Certificate of attendance

Tickets without identification will not be accepted where tax regulations require an invoice.

11. Reimbursable and non-reimbursable expenses

11.1 Reimbursable travel expenses

The Foundation will reimburse travel expenses necessary for authorised business travel, provided they are duly supported by the relevant documentation and have been chosen in accordance with cost-effectiveness criteria.

The following are considered reimbursable transport expenses:

a) Public transport

- Train tickets.
- Bus tickets.
- Tube, tram and light rail tickets.
- Boat or ferry tickets when necessary.
- Air tickets, preferably in economy class.
- Shuttle transport between the airport, station and destination (shuttle bus, metro, train, etc.).

b) Taxi and VTC services

Expenses for taxi or private hire car (VTC) services may be reimbursed when circumstances such as the following apply:

- Lack of suitable public transport;
- Incompatibility of timetables;
- Transport of scientific material or equipment;
- Safety reasons;
- The traveller has reduced mobility;
- The cost difference is insignificant compared to other alternatives.

The corresponding receipt or invoice must be provided.

Other transport expenses

The following may also be reimbursed, when necessary:

- Mandatory booking fees for tickets;
- Checked baggage when necessary for professional reasons (transport of scientific equipment, long stays or when the conditions of the fare require it);
- Airport taxes included in the ticket;
- Local transport necessary during the trip to attend meetings, conferences or technical visits.

11.2 Non-refundable transport costs

Will not be refunded, unless expressly authorised:

- Traffic fines or penalties;
- Late booking surcharges attributable to the traveller;
- Voluntary class upgrades;
- Optional travel insurance already covered by the Foundation or not justified;
- Seat selection, priority boarding or premium services, except when necessary for medical or operational reasons;
- Expenses arising from personal use of the vehicle;
- Private vehicle fuel (as this is offset by the mileage allowance);
- Expenses incurred due to diversions or extensions of the journey for personal reasons.

11.3 Reimbursable accommodation expenses

Accommodation expenses incurred for authorised business travel will be reimbursable, provided they comply with the financial limits set out in this Policy and are duly justified.

For an expense to be eligible for reimbursement, a receipt issued by the accommodation provider or the relevant supplier must be provided. This receipt must comply with the requirements set out in the applicable tax regulations.

Wherever possible, the invoice must be issued in the name of the Research Centre for Agrotechnology Foundation and include, at a minimum, the following details:

Name: Fundació Centre de Recerca en Agrotecnologia

Tax identification number (NIF): G25628926

Registered address: Avinguda Alcalde Rovira Roure 191. 25198-Lleida

When, due to booking conditions or the regulations of the destination country, the invoice is issued in the traveller's name, they must provide proof that the expense was effectively incurred in the course of their duties and submit the relevant supporting documentation.

The invoice must identify, at a minimum:

- The name of the establishment;
- The invoice number and date;
- The dates of arrival and departure;
- The number of nights;
- A breakdown of the items invoiced;
- Any applicable taxes, where applicable;
- The total amount paid.

Personal expenses included on the invoice, such as the minibar, room service, laundry, spa, pay-per-view television or other leisure services, will not be refunded, unless they have been expressly authorised for service-related reasons.

12. Sustainability

The Foundation will promote:

- The use of the train for journeys under four hours;
- Shared vehicle use;
- Virtual meetings where possible;
- The offsetting of the environmental impact of international travel where projects allow.

13. Control and audit

Management, or failing that, the administration officer, may review any file.

Expenses that do not comply with this Policy may be denied in whole or in part.

14. Cancellations and non-recoverable expenses

The Foundation will endeavour to minimise expenses arising from the cancellation or modification of travel by booking the most efficient options and, where reasonable, fares that allow for changes or cancellations.

Non-recoverable expenses arising from the total or partial cancellation of a previously authorised trip may be reimbursed when this is due to justified reasons, including:

- Service or Foundation needs;
- Cancellation or postponement of the planned meeting, congress, workshop or activity;
- Modifications to the project or the funded activities;
- Illness, accident or other duly substantiated force majeure;
- Transport disruptions that prevent the journey from taking place;
- Other exceptional circumstances duly justified and authorised.

The following expenses will not be subject to reimbursement:

- Cancellations due to unjustified personal reasons;
- Lack of planning or negligence in the management of the trip;
- Voluntary changes to the itinerary for personal reasons;
- Expenses incurred as a result of failure to comply with the booking conditions.

Management, or in this case the Centre's Administration, will assess each case based on the specific circumstances, the documentation provided and budgetary availability, and may authorise the full or partial reimbursement of non-recoverable expenses.

15. Applicable Regulations

- Royal Decree 462/2002 of 30 May, on allowances for the performance of public service.
- Regulatory provisions of the funding bodies.
- Regulatory provisions of the annual budget of the Agrotecnio Foundation.
- Regulations of the University of Lleida.
- Current fiscal legislation.

Annex I. Amounts

The maximum amounts for:

- Accommodation;
- Meals;
- Mileage;
- Temporary residence;

Shall be those in force at any given time in accordance with Royal Decree 462/2002 of 30 May or the regulation that replaces it.

Whenever the maximum amounts are exceeded, a justification detailing the reasons for the excess will be required.

When a funding body sets different amounts, these will apply provided they are compatible with current regulations and have been authorised by the Management (or, failing that, the Head of Administration and Finance) or the Centre's Director.

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