

Travel Voucher FAQ

What is a travel voucher? How does it work?

In DIGI-B-CUBE, we provide funding for Small and Medium-Sized Enterprises (SMEs) through a voucher system. A voucher is basically a declaration from the Project Coordinator (Oslo Cancer Cluster) that your organization will be reimbursed for costs incurred for a specific purpose within the DIGI-B-CUBE project.

Via a travel voucher, an SME can receive reimbursement for travel cost of its representatives attending a dedicated DIGI-B-CUBE event such as a workshop or matchmaking event. A travel voucher is awarded to the SME as an organization, not to individual persons. Thus, a travel voucher can cover costs of multiple persons travelling for the benefiting SME. However, restrictions may apply regarding the number of participants from one SME that can attend a specific event.

The basic steps of receiving reimbursement via a travel voucher are:

1. Register for a DIGI-B-CUBE event
2. Apply for a travel voucher
3. Attend the event
4. Claim your travel expenses
5. Receive reimbursement

Is my organization eligible for receiving a travel voucher?

Your organization is eligible for receiving a travel voucher, if

- it is a Small and Medium-Sized Enterprise (SME) according to the [definition of the European Union](#)
- it is operating in the health, biotech, biopharma, IT or related sectors
- it is headquartered in one of the [EU Member States](#) or [Associated to Horizon2020 countries](#)
- it is registered for an event through the [DIGI-B-CUBE platform](#)

Travel vouchers will be awarded on a first-come first-served basis and depend on the travel voucher budget allocated/available.

How much reimbursement can my organization receive?

- The maximum amount of reimbursement for each travel voucher is EUR 2,000. Only costs actually incurred will be reimbursed.
- The total value of all DIGI-B-CUBE travel vouchers granted to an SME cannot exceed EUR 6,000.
- Travel vouchers are credited against the maximum funding of EUR 60,000 an SME can receive.



How does my organization apply for a travel voucher?

1. Register your organization on the [DIGI-B-CUBE platform](#).
2. The legal signatory of your organization has to approve your organization's profile by clicking a link in an email sent to him or her.
3. Register for the event you want to attend via the [DIGI-B-CUBE platform](#).
4. Submit your travel voucher application via the [DIGI-B-CUBE platform](#).

Which costs are eligible for reimbursement?

Costs must be reasonable, justified and comply with the principle of sound financial management, e.g. the most direct and least expensive route must be chosen when travelling to an event. Eligible costs are costs for transportation, accommodation and conference fees as detailed below:

Costs for transportation

- local transport (e.g. bus, taxi, metro)
- trains
- car
 - kilometer allowances up to EUR 0.22/km
 - cannot be higher than the cost for a comparable first-class rail fare. You have to provide a price comparison indicating how much the rail fare would have been.
- flights
 - only economy-class
 - only for distances exceeding 400 km (i.e. return flight above 800 km)
 - cannot be higher than the cost for a comparable first-class rail fare unless flight is significantly more efficient in terms of travel time. You have to provide a price comparison indicating how much the rail fare would have been on the day of booking.
- **Costs for accommodation**
 - costs for accommodation in 5-star hotels will not be accepted
 - not exceeding the amounts shown in the table below per night and per person
 - daily subsistence allowances (DSA) will not be paid
- **Conference fees** up to EUR 1,000 in connection with DIGI-B-CUBE events (including satellite events, i.e. organised/co-organised by the DIGI-B-CUBE consortium)



Destination		Hotel price in EUR per night per person
AL	Albania	160
AT	Austria	132
BA	Bosnia-Herzegovina	135
BE	Belgium	148
BG	Bulgaria	135
CH	Switzerland	140
CY	Cyprus	140
CZ	Czech Republic	124
DE	Germany	128
DK	Denmark	173
EE	Estonia	105
EL	Greece	112
ES	Spain	128
FI	Finland	142
FR	France	180
HR	Croatia	110
HU	Hungary	120
IE	Ireland	159
IS	Iceland	160
IT	Italy	148
LI	Liechtenstein	95
LT	Lithuania	117
LU	Luxembourg	148
LV	Latvia	116
ME	Montenegro	145
MK	North Macedonia	160
MT	Malta	138
NL	The Netherlands	166
NO	Norway	140
PL	Poland	116
PT	Portugal	101
RO	Romania	136
RS	Serbia	145
SE	Sweden	187
SI	Slovenia	117
SK	Slovak Republic	100
TR	Turkey	165
UK	United Kingdom	209
XK	Kosovo (under UNSCR 1244)	145



Value added tax (VAT) for all costs is only eligible where it is not recoverable under the applicable national VAT legislation and is paid by a beneficiary other than a non-taxable person as defined in the first subparagraph of Article 13(1) of Council Directive 2006/112/EC13 of 28 November 2006 on the common system of value added tax.

If your organization fulfills these criteria and wants to claim the VAT, you need to send the original invoices by mail to the project coordinator (Olso Cancer Cluster in Norway).

How does my organization get reimbursed?

1. Sign the attendance form at the event.
2. After the event, download the travel expense report form in xlsx (excel) format in the user dashboard of the DIGI-B-CUBE platform.
3. Indicate your expenses in the travel expense report form and let the legal signatory sign it.
4. Upload the form as a pdf file in the user dashboard.
5. Also upload the (unsigned) travel expense report form as an xlsx file in the user dashboard.
6. Upload all relevant supporting documents (tickets, invoices, boarding cards) as pdf files. The documents must show the amount paid and for transportation the class of travel and the time of travel.

The travel expense report form and all supporting documents must be submitted **within 30 working days after the respective event. To avoid missing the deadline, for instance due to the occurrence of technical problems, we strongly suggest submitting the documents a couple of days ahead of the deadline.**

Your organization will receive the reimbursement from DIGI-B-CUBE within 30 days after submission of the travel expense report form and all supporting documents. Incomplete or late reporting will result in non-payment.

Can the money be transferred to a private bank account?

No, we can only transfer money to a company account, except if the company is a “sole proprietorship” business. In this case, indicate this in the travel expense report form and provide your organization number.

After the DIGI-B-CUBE event, I will not return to my starting location, but will travel somewhere else. Can my organization receive reimbursement for the second leg of the journey since there is no return journey?

In this case, briefly explain in the travel expense form why you did not return to your starting location. Reimbursement for the second leg of your journey instead of a return journey will be individually assessed and will be at the discretion of the DIGI-B-CUBE consortium.

