

Annex 2

Instruction for Reimbursement on Project Cost Calculation in Slovak – Portuguese Bilateral Cooperation

The instruction sets following rules in accordance with the Executive protocol on the Agreement between the Government of the Slovak Republic and the Government of the Republic of Portugal on Cooperation in Science and Technology from February 17, 2003 in Lisbon.

PORTUGUESE PARTY REFUNDS

For Portuguese investigators:

- Travel expenses for travels to Slovakia
- Health insurance during their stay in Slovakia

For Slovak investigators:

- Stay expenses in the form of per diem allowances in accordance with existing directives in Portugal
- Accommodation expenses during the stay in Portugal

SLOVAK PARTY REFUNDS

(maximum of **2 700 €/calendar year/project**; and **5 400 € for project duration/project**):

(Eligible costs provided by the Slovak Research and Development Agency in the terms of bilateral cooperation must be in compliance with the Slovak Act No. 283/2002 Coll. on Reimbursement of Travel Expenses)

For Portuguese investigators:

- Stay expenses and accommodation during the stay in Slovakia
 - per diem allowances (maximum of 34,86 €/day)
 - accommodation expenses (maximum of 100 €/day)
 - travel expenses in Slovakia during the stay

For Slovak investigators:

- travel expenses for travels to Portugal (travel expenses up to the level of economy class air ticket, taxi fares shall only be refunded in extraordinary and relevant cases)
- health insurance during their stay in Portugal
- for the Slovakian researches accompanying the Portuguese investigators in Slovakia the Agency refunds:
 - per diem allowances
 - accommodation expenses maximum of 100 €/day
 - travel expenses in Slovakia
- by participation in conferences, workshops and other similar activities in Slovakia relevant to the project and approved by the Agency:

- per diem allowances
- accomodation expenses maximum of 100 €/day
- travel expenses in Slovakia
- conference fees **are not eligible for reimbursement** by the Agency

Important

Institutional Statutory is obliged to:

- **ask** the Agency in writing for the approval of the mobility/transport activities changes
- **inform** in writing about any changes/substitution in the team (Slovak and Portuguese as well).