

GENERAL TERMS AND CONDITIONS FOR BUSINESS TRIP EXPENSE CLAIMS in force from 17/08/31

<u>ACE Business Class Policy (see support document on RH place) :</u> Cie ACE Europe Policy nb: FRBBBA11700 Phone: (33.1) 41.85.22.96	France				
	As expenses are paid every fortnight, no advances can be made in euros	Abroad			
		<u>possibility to get an advance on claims by bank transfer:</u> (8 days before departure) providing the request is made in advance (b) must be signed by the manager and addressed to the campus accounts department. We cannot take back any foreign currency.			
MEALS Midday meal Evening meal	18 euros 25 euros	75 euros maximum per day and with receipts			
Expenses for invitation as visiting faculty → YES if on free or exceptional basis (indicate purpose)					
Expenses for invitation of outside contributors → in accordance with reimbursement terms + contributors' name and job title					
TRAVEL EXPENSES	Train	2nd class: Paris-Lille 1st class: Lille-Nice			
	Plane	Economy class, PREMIUM granted for more than seven hours travel			
TRAVEL AGENCY (to be consulted for any international hotel stays) EGENCIA BLEU VOYAGES		www.egencia.fr experts2@bleu-voyages.fr (par mail)			
	Reimbursement per km	0,55 € / km (reimbursement from EDHEC to RDV)			
	Road toll, parking, taxi, bus, underground	Real cost			
ACCOMMODATION		Approved hotels			
LILLE					
Résidence Hôtelière du Campus: sole approved hotel		Réservation : accueil.lille@edhec.edu 80 € breakfast included			
NICE					
HOTEL	ADRESSE	VILLE	Phone	Mail	Tariff agreement
CAMPANILE	459, Promenade des Anglais	06200 NICE	04 93 21 20 20	Campanile-nice-arenas@wanadoo.fr	ROOM 85 € / BREAKFAST 9,90 € / PARKING 12 € / TAXE DE SEJOUR 1 €
NOVOTEL Arenas	445, Promenade des Anglais	06200 NICE	04 93 21 22 50	h0478@accor.com	ROOM 101 € / BREAKFAST 16 € / TAXE DE SEJOUR 1,50 €
SUITE NOVOTEL	125 boulevard rené Cassin	06200 NICE	04 92 29 41 00	h6513@accor.com	ROOM 101,42€ / BREAKFAST 14€ / TAXE DE SEJOUR 1,50€
ALL SEASONS	127 Boulevard René Cassin	06200 NICE	04 92 29 44 30	h7008-gm@accor.com	ROOM single BREAKFAST (wifi) 81,14€ / ROOM double BREAKFAST (wifi) 91,28€ / TAXE DE SEJOUR 1€
PARIS and PROVINCE					
EXCLUSIVE HOTELS				resa@exclusive-hotels.com central reservation: +33 (0)825 13 10 10	
ETRANGER					
EXCLUSIVE HOTELS or EGENCIA HOTEL REFERENCE BLEU VOYAGES HOTEL REFERENCE Maximum 2 à 3 étoiles				resa@exclusive-hotels.com central reservation : +33 (0)825 13 10 10 or EGENCIA or Bleu Voyages	

NON REIMBURSABLE

- PURCHASE VIA INTERNAL PROCEDURE through the utility or communications service

Chronopost, registered letter, external gifts, reception costs, materials, internally ordered books (Amazon or Furet for Lille, Centre de doc. in Nice), office supplies.

- NOT ACCEPTED

Invitation between staff members in Lille and Nice (except department/service meetings once a year), phone cards or photocopies, fines, kms around Lille or Nice. Expenses other than midday and evening meal (minibar..)

FREQUENCY OF REIMBURSEMENTS

Expense claims duly signed by the budget manager together with the corresponding tickets and receipts to be sent to the campus accounts department. Expenses are paid twice monthly

- on the 15th (for expense claims received before the 10th)

- on the 30th (for expense claims received before the 25th)

(Budget managers must get their expense claim signed by their line manager).

NB: No expense claims will be accepted more than two months following the staff member's

Form		Location
(b) Request for advance	word	LILLE: after business trip order NICE: (made in Lille)
(c) Expense claim	excel	LILLE: I/ MODELES/ DEPLACEMENT/ REMBOURSEMENT DEPLACEMENT NICE: I/ SERVICE/GROUPE/ COMPTA CONTROLE GESTION/ DEPLACEMENT/REMBOUR. FRAIS DEPLAC