Categories/items	proof of expenditure	comment
Travel		**Maximum 2.000,00 EUR per trip per person Travel within Austria is not eligible. Travel within or between African partner countries is not eligible.**
Flight	*original invoice, flight ticket, boarding passes*	Only economy class
Taxi to and from airport	*original invoice*	In Austria only if no public transportation is available
Public transport to and from ai	*original invoice*	Other use of public transportation during longer stays has to be paid from subsistance allowance!
Car rental	*X*	Not eligible as travel costs. Only eligible as vehicle rent for field research in African partner country, see category material costs. Copy of logbook and original invoices must be provided.
Visa costs	*X*	*not eligible*
Health insurance	*X*	*not eligible*
Travel vaccination and Malaria	*X*	*not eligible*
Accomodation and subsistance		**Only for researchers who travel! No hidden staff costs or compensations; allowances cover all expenses for accommodation and subsistence; Minimum qualification for the project coordinator is a PhD. Minimum qualification for contact persons and team members is a master's degree. Therefore, the following cost categories only refer to PhD students, PhD holders and post-doc researchers.**
accommodation & subsistence	*Receipts for hotel costs/subsistence expense, etc. OR filled out template "confirmation of receipt for accommodation and subsistence exepenses". Must include proof of duration of stay.*	max. 180,00 EUR per person per day for period of up to 12 days; maximum 2.160,00 EUR per person per month (30 days), including BOTH subsistence and accommodation expenses. The maximum duration per person per trip per stay is three months (90 days). No further costs can be reimbursed.
Equipment and material		It is assumed that the project partners are already adequately equipped with the basic tools to undertake the envisaged work, therefore, no general infrastructure can be financed. Material costs are only eligible, if they are essential for the project objectives. Only consumables can be reimbursed, e.g.: test kits, chemicals, research permit, data acquisition, vehicle rent for field research, publication costs; If additional equipment is required for e.g. laboratory or field stations then it must be project specific and remain with the partners in the respective partner country. Full justification must be provided for its purchase and usage during the project period and beyond. Equipment & material and other costs specifically relevant for a project can be covered up to a maximum amount of **EUR 5.000,00** for the entire project duration. **not eligbile: e.g. laptops, telephone or internet costs, staff costs, honorarium for participants**
Materials/Equipment for exper	*original invoice*	
Vehicle rent for field research	*original invoice, copy of vehicle logbook*	
Rent of laboratory/equipment	*original invoice*	
Laboratory services	*original invoice*	
Research permit	*original invoice*	
Software license	*original invoice*	
Data acquisition	*original invoice*	
Bank fees	*bank account statement*	
Setting up & maintanence of pr	*original invoice*	
Publication costs (layout, transl	*original invoice*	
Room rental	*original invoice*	
Materials (banners, stationary)	*original invoice*	
Catering for workshops, confer	*original invoice*	
Consumables	*original invoice*	