Form 6b: Payment to Referees

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| If you require further help or guidance after reading this document, please contact the helpdesk |
| Email: [msu@npl.co.uk](mailto:msu@npl.co.uk)  Telephone: +44 20 8943 6666 |

# Scope

This form explains how referees can claim an honorarium and expenses for participation in a review conference or consensus group meeting.

# Eligible Claims

Referees are not remunerated but will be entitled to an honorarium for evaluating proposals. This is an ex‑gratia payment, not a payment for the supply of services to EURAMET. In addition, to the honorarium, referees can claim their major travel expense for attending a review conference or consensus group meeting and the cost of hotel accommodation at the review conference or consensus group meeting.

All claims must be received within one month of the review conference or consensus group meeting and should be kept to a reasonable minimum. Taxes, where identifiable, cannot be reimbursed due to EC funding rules. Please note that for airline tickets; fuel, insurance and security surcharges are not classified as taxes and are reimbursable. However, air passenger duty is classified as a tax and cannot be reimbursed. VAT can be reimbursed if the referee is not registered for VAT and therefore unable to reclaim it[[1]](#footnote-1).

## Honorarium

The honorarium is a fixed amount of 900 € for evaluating proposals. It is ONLY paid to referees who satisfactorily complete the full evaluation process. The honorarium is offered to referees as recognition of their expertise, a reward for their contribution to the review process, and to cover minor expenses such as additional meals and local transport (bus, tram, metro, taxi, parking, petrol costs, etc).

## Travel Expenses

The major travel expense to the review conference or consensus group meeting is reimbursed on the basis of actual expenditure. The most economical means of travelling must be chosen. This is usually an economy train fare or economy flight, non-flexible. Please note that for air travel, the air ticket, e-ticket or receipt are all acceptable as proof of purchase. If travelling by car, mileage must be noted and will be paid at 30 cents per km. Receipts for petrol must be provided.

ALL additional minor transport expenses should be paid from the honorarium.

In the case of expenses in currencies other than EURO, EURAMET will apply the European Commission’s monthly accounting rate (for the invoice date). Please note the conversion rate will be applied on the day the claim is processed by the [Management Support Unit (MSU)](http://msu.euramet.org/contacts.html). The rates are published at <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm>.

## Accommodation Expenses

A review conference or consensus group meeting will be held at an accessible European hotel, chosen by EURAMET. The accommodation is reimbursed for the duration of the review conference or consensus group meeting.

In the exceptional circumstance that an extra night’s accommodation enables a referee to obtain cheaper travel (i.e. saving more than the hotel’s nightly rate) then this extra night may be claimed. However, in such cases, the EURAMET MSU must be contacted in advance.

# How to Claim

The honorarium is usually paid to individual referees; however EURAMET recognises that some companies/institutions do not allow this. Therefore the claim form enables you to indicate if it should be paid to your company/institution rather than your personal account, or if the honorarium cannot be accepted.

Expenses are usually reimbursed to your company, however if you incurred the expenses yourself you may claim these back directly. Proof of expenses is required, and in most circumstances original receipts are required for each item, but, if your company requires the original receipts for their accounts, we will accept photocopies of receipts.

Please use the tick boxes to indicate if the expert and employer are not registered for VAT. If the appropriate box is not ticked, then any VAT claimed will be deducted before payment is made.

All claims MUST be received on Form 6b: [Payment to Referees](http://msu.euramet.org/downloads/documents/Form6b.docx), **within one month** of the review conference or consensus group meeting, otherwise payment cannot be made.

The completed claim form, with the receipts attached, should be sent to the **EURAMET MSU, NPL, Hampton Road, Teddington, Middlesex, TW11 0LW. United Kingdom**.

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| --- | --- |
| **DATE AND LOCATION OF MEETING** |  |
| **NAME OF REFEREE** |  |
| **NAME AND ADDRESS OF EMPLOYER** |  |
| **REFEREE’S TELEPHONE NUMBER** |  |
| **REFEREE’S EMAIL** |  |

**CLAIM DETAILS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **AMOUNT CLAIMED** | **RECEIPT INCLUDED** | **DATE OF EXPENDITURE** | **DETAILS (e.g. travel, accommodation)** | **REIMBURSE (delete as appropriate)** |
| **HONORARIUM** | 900 € or 0 € | n/a | n/a | Honorarium for evaluation | referee/employer |
| **HOTEL COSTS** |  | Yes/No |  |  | referee/employer |
| **ECONOMY TRAIN FARE/FLIGHT** |  | Yes/No |  |  | referee/employer |
| **OTHER COSTS** |  | Yes/No |  |  | referee/employer |
| **PLEASE STATE THE CURRENCY IN WHICH YOU WISH TO RECEIVE THE REIMBURSABLE AMOUNT. ALL CLAIMS WILL BE PROCESSED IN EURO UNLESS SPECIFIED OTHERWISE** | | | | |  |

**BANKING DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **REFEREE’S ACCOUNT** | **EMPLOYER’S ACCOUNT** |
| **NAME OF ACCOUNT HOLDER**  **(as registered with the bank)** | |  |  |
| **ADDRESS OF ACCOUNT HOLDER**  **(as registered with the bank)** | |  |  |
| **CONTACT PERSON FOR THE ACCOUNT HOLDER**  **(e.g. company financial contact)** | | n/a | Name: Tel: Email: |
| **BANK NAME** | |  |  |
| **FULL BRANCH ADDRESS**  **(P.O. BOX not acceptable)** | |  |  |
| **UK:** | **Account number** |  |  |
| **Bank code** |  |  |
| **EUROPE:** | **Swift address code** |  |  |
| **IBAN number** |
| **US:** | **A.B.A/routing code** |  |  |

Please tick if the referee is not registered for VAT.

If payment is through Employer, please tick if the employer is not registered for VAT.

1. If payment is made to the referee’s employer, then any VAT will be deducted if the employer is registered for VAT. [↑](#footnote-ref-1)