



CESL REGULATIONS ON RESEARCH GRANT

EXPENSES 2016-2018

The following rules apply to all CESL research grant holders and to the participants of these research projects (co-)financed by CESL.

For conversion from RMB to EUR, the exchange rate at the time of reimbursement will be used. Items eligible for reimbursement, the standard rates for reimbursement and method of reimbursement are as follows:

1. TRAVEL EXPENSES

1.1 Flight tickets

Flights should be booked via the CESL consortium office. In exceptional cases the researcher may book his/her own flight and be reimbursed afterwards.

Applicable in both cases:

CESL can only pay for economy flights.

CESL needs to receive your ORIGINAL boarding passes for the reimbursement.

If you wish to fly business class, CESL will pay for the ticket up to the price of an economy flight at this day. If you want to return from a city other than the one you arrived, or in which the final destination is not the same as the original departure city (open-jaw ticket), CESL will pay for the costs of a direct flight at this day. In both cases proof of prices by alternative quotation of your travel agency is required. This needs to be done at the time of booking.

1.2 Train tickets

Train tickets will be reimbursed upon receipt of a signed travel reimbursement sheet together with original train tickets and proof of the purpose of the journey (e.g. agenda of a conference).

1.3 Travelling by car

The costs for travelling by car will be reimbursed according to the kilometric rates of the employer of the traveller (or rates of Hamburg University).



2. PER DIEMS

If per diems have been granted as part of the research grant this means that all involved participants (research team members or invited conference participants) can receive per diems after activities undertaken outside of their habitual place of work. Per diems are meant to cover accommodation, food and local travel costs.

In order to receive per diems the persons who are to be receiving per diems need to fill out the reimbursement form (see Annex II) and send it to the consortium office.

Please also note that it is not possible for grant holders to pay these per diems themselves or to ask for reimbursement of hotel costs only. It is only possibly to receive reimbursement though the consortium office after having filled out the reimbursement form. The money will be transferred to the participants directly.

The standard rates for per diems are listed below (unit: EUR). However in the case of researchers who are employed at CESL partner universities the per diem rate is not allowed to be higher than what the university would normally pay. The rates may therefore be lower than the ones listed below. For detailed information please contact the Consortium Office.

Austria	225	Italy	230
Belgium	232	Latvia	211
Bulgaria	227	Lithuania	183
China (Mainland)	142	Luxembourg	237
Czech Republic	230	Malta	205
Cyprus	238	Netherlands	263
Denmark	270	Poland	217
Estonia	181	Portugal	204
Finland	244	Romania	222
France	245	Slovak Republic	205
Germany	208	Slovenia	180
Greece	222	Spain	212
Hong Kong	230	Sweden	257
Hungary	222	Taiwan	142
Ireland	254	United Kingdom	276

Per diems will be transferred upon receipt of a completed and signed travel reimbursement form (see Anne II) together with the respective **ORIGINAL** train or flight ticket (including boarding passes) and proof of the purpose of the journey (e.g. agenda of a conference).

3. CONFERENCE EXPENSES

In the event of conferences, the following conference expenses can be reimbursed as “Other conference costs” upon expenditure:

1. Printing of handouts and materials for use at the conference
2. Translation
3. Tea and coffee breaks (catering)

Lunch and dinners are not eligible for reimbursement!

Gifts are also not eligible for reimbursement.

Conference expenses must be in accordance with the conference agenda provided; the agenda should correspond with the funding.

Please send the following to the consortium office **prior** to the event:

- Agenda
- Budget plan of the conference

In the case of *Chinese* grant holders once the co-deans have confirmed expenses related to items 1 to 3, an advanced payment to grant holders. Grant holders must provide an invoice stating the amount to be borrowed. Prior to the project's conclusion all outstanding cash amounts borrowed by the grant holder must be settled based on eligible receipts provided.

4. VISIBILITY RULES

In the organisation of the workshop the EU visibility rules must be observed, in particular on flyers, pdf-documents and hand-outs. The following information must be included on all agendas and other materials:

1. The CESL logo (please ask the Consortium office to send the logo)
2. Since CESL is supported by the EU and the P.R. China, the China/EU flag shall be added together with the following text

„ This workshop is sponsored by China-EU School of Law (CESL) at the China University of Political Science and Law (CUPL). The activities of CESL at CUPL are supported by the European Union and the P.R. of China.”



Payments for conferences will be allocated through reimbursement of expenditure. Please send the following documents after the conference/workshop to the Consortium Office

- all original invoices
- list of participants
- the Research reimbursement sheet with bank details (see Annex III) after the event to the consortium office.

5. PUBLICATIONS

5.1 China-EU Law Series

For a publication in the China-EU Law Series (published by Springer), manuscripts should be sent to CESL (Co-Deans) for approval. After approval they will be sent to Springer and the authors will be contacted and informed how to continue with preparations for the printing of the book.

5.2 China-EU Law Journal

Articles (in English) for the China-EU Law Journal can be sent in directly online using the following link (www.editorialmanager.com/celj).

5.3 Editing

In case money for editing has been granted, please send an official invoice (from editor) for the editing costs to the consortium office.

5.4 Translation costs

In the case of minor translations CESL will assist with the translations. In case a translator is needed for a workshop or conference, please contact CESL first. In case an external translator is needed the Consortium Office can pay the translator directly or reimburse afterwards upon receipt of the original invoice.



6. RESEARCH REPORT

After the grant period is ended all grant holders must submit a narrative report on research activities and results no later than 6 weeks following the end of the grant period.

7. FINANCIAL REPORT

After the grant period is ended all grant holders must submit a financial report no later than 6 weeks following the end of the grant period. An itemized financial report is to be submitted to the CESL office together with original receipts, where relevant.

8. Contact for financial matters covered by these regulations

For Chinese grant holders:

China-EU School of Law (CESL)
at the China University of Political Science and Law
27 Fuxue Road
Changping district, Beijing 102249
P.R. China

Tel.: 86-10-5991 5787

Mr. Zhao Tianshu 赵天书

Email: zts0504@hotmail.com

For European grant holders:

CESL Consortium Office
University of Hamburg
Faculty of Law
Rothenbaumchaussee 33
D-20148 Hamburg

Tel.: +49-40-42838-3045

Ms. Malin Späth

Email: malin.spaeth@jura.uni-hamburg.de



China-EU School of Law 中欧法学院

At the China University of Political Science and Law 中国政法大学

Annex I: CESL Time sheet

Annex II: CESL Travel reimbursement form

Annex III: CESL Research Reimbursement Sheet



Timesheet

Title:
First name:
Last name:
Name of university/company:
Address:
Tel:
Email:

Month:

Year:

Please choose each day worked and insert requested information:

Day	Hours worked	Programme*	Description of work	Place of performance	Remarks
01					
02					
03					
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China-EU School of Law 中欧法学院

At the China University of Political Science and Law 中国政法大学

Total					
Date, signature			Date, signature of supervisor		

= Master Programme, PT = Professional Training, R+C = Research and Consultancy, Mmgt = Management/ Administration



Travel Reimbursement Form

Personnel information of traveller

For internal use only

Title:		
First name:		
Last name:		
Name of university/ company:		
Address of university/ company		
Telephone:		
Email:		
Travel information		For internal use only
Purpose of travel:		
Date of departure:		
Time of departure:		
City of departure:		
Means of travel:		
Date of arrival at destination:		
Time of arrival at destination:		
City of destination:		
Start <u>date and time</u> of work/ service		
End <u>date and time</u> of work/ service at		
Date of return:		
Time of return:		
Means of travel:		
Request for reimbursement of travel costs? If yes, please give details.		
The following documents are attached* (train ticket, flight ticket,		
Bank details for reimbursement		For internal use only
Name and <u>private</u> address of account holder:		
Bank:		
Branch Address:		
IBAN**:		
BIC/ SWIFT code:		

* Please note that per diems can only be covered if the travel reimbursement form is filled in, duly signed and ALL travel documents are attached. ** Please name account number for bank accounts in Germany. For bank accounts elsewhere the IBAN is requested.

Place, date

Signature



Reimbursement Form Research

Personnel information of Reimbursement Recipient		For internal use only
Title:		
First name:		
Last name:		
Name of university/ company:		
Address of university/ company		
Telephone:		
Email:		

Name of Research Project		For internal use only
Name of Conference		
Date of conference:		
City of Conference:		
Request for reimbursement of conference costs:		
The following documents and invoices are attached:		

Bank details for reimbursement		For internal use only
Name and private address of account holder:		
Bank:		
Branch Address:		
IBAN**:		
BIC/ SWIFT code:		

** Please name account number for bank accounts in Germany. For bank accounts elsewhere the IBAN is requested.

_____ Date

_____ Signature