



### PLANE - Economy class travel for all flights

Possibility to travel in business class if the flight time is more than 6 consecutive hours (stopover time not included).



### TRAIN - 2nd class travel for all your journeys

Possibility to travel in 1st class if the travel time is more than 3 consecutive hours or if the round trip is on the same day.



### Accommodation costs (less than 3 months)

For France and oversea territories, the reimbursement will be made up to 3 x the per diem indicated in the URSSAF table. For foreign countries, the reimbursement will be made within the limit of 1.5 x the per diem indicated in the current table.

Table for foreign countries<sup>(1)</sup>



Table for France and Oversea territories<sup>(2)</sup>



### Meal expenses

For France and oversea territories, the reimbursement per meal will be made up to 2 x the per diem indicated in the current URSSAF table. For meal expenses incurred abroad, reimbursement will be made up of **to 30% of the daily rate** for the country, as indicated in the current table.



### Proof of expenses

Remember to keep your original receipts. They should be attached to your expense report. Please note that credit card receipts will not be considered as eligible receipts.



### Questions ?

All of our team is at your disposal to accompany you throughout your business travels.

<sup>(1)</sup> [https://www.economie.gouv.fr/dgfip/mission\\_taux\\_chancellerie/frais](https://www.economie.gouv.fr/dgfip/mission_taux_chancellerie/frais)

<sup>(2)</sup> <https://www.urssaf.fr/portail/home/employeur/calculer-les-cotisations/les-elements-a-prendre-en-compte/les-frais-professionnels/lindemnite-de-grand-deplacement.html>