

**Overview of the maximum amounts reimbursed  
according to the 2018 management directives**

Meals, lunch or evening meal	Instructors, organizers, program director, coordinator	CHF 40
"Welcome" meal (1-3 external instructors + 1-2 organizers; once only per activity)	Instructors, organizers	CHF 60
Lunch (collective meal only) for one- day activities of more than four hours	Participants affiliated to a CUSO member or partner institution	CHF 20
Evening meal (collective meal once only per activity of two or more consecutive days)	Participants affiliated to a CUSO member or partner institution	CHF 35
Accommodation per night, including breakfast and taxes	Instructors, organizers, program director, coordinator	CHF 190
Accommodation per night, including breakfast and taxes	Participants affiliated to a CUSO member or partner institution	CHF 90
Coffee breaks	Organizers Invited guests Participants that are CUSO members	CHF 6 /pers. and break (max. CHF 15 per day for coffee apéro)
Apéro buffet (once only per workshop for workshops of at least one full day)	Organizers Invited guests Participants that are CUSO members	CHF 10 /pers. (max. CHF 15 per day for coffee apéro)
Residential seminars: full board including room rent, breaks and all accommodation and meal costs, per 24 hours	Instructors, organizers, program director, coordinator Participants affiliated to a CUSO member or partner institution	CHF 180

**These scales should be understood as a maximum limit for each category, without compensation:** a lower expense than the maximum amount in one category does not authorize an expense exceeding the maximum amount in another category. Costs exceeding the maximum amounts per category that may be reimbursed must be covered individually.

Expenses can only be reimbursed if **justified with original bills, tickets and receipts** detailing the expenses. Scans or photos of original documents are not acceptable.