

# MOBILITY GUIDE

VERSION 2 - OCTOBER 2024



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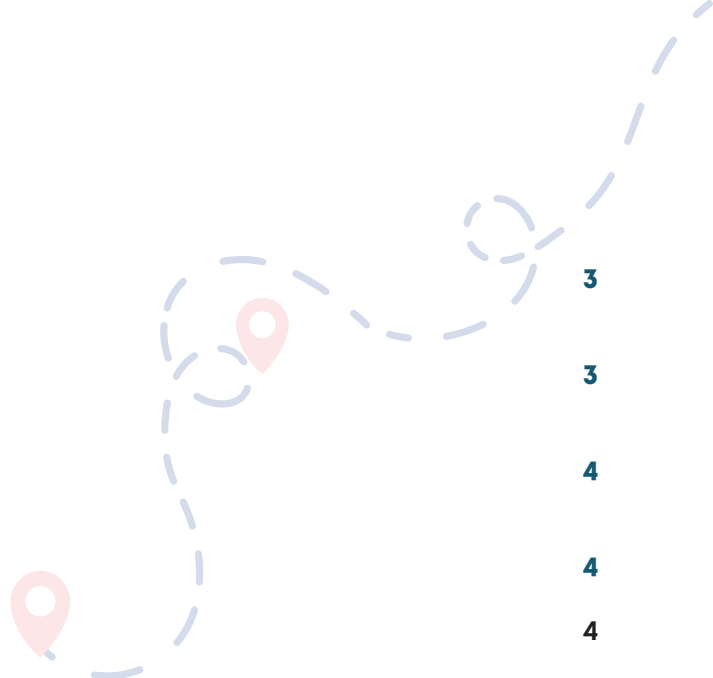
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# PREAMBLE

ARES finances 4 types of mobility as part of its cooperation activities:

- » Trip;
- » Incoming mobility grants (for stays in Belgium);
- » Local or international research or training grants (outside Belgium);
- » Outgoing mobility grants for students from the Wallonia-Brussels Federation (WBF).

They are aimed at staff members, student communities and researchers from higher education institutions in the WBF and ARES partner countries<sup>1</sup>.

The aim of this guide is to provide higher education institutions with all the information they need to make the most of these opportunities. It contains descriptions of the different types of funding, the eligible costs and their amounts.

## /01. CAUTION

- » All mobilities to Belgium must be announced by sending a «mobility form» to ARES at least 45 days before arrival in Belgium.
- » This form is the first step towards a simplified visa application procedure, taking out insurance and preparing for your stay in Belgium. For more information, visit the «mobility» page of the ARES website: <https://www.ares-ac.be/fr/cooperation-au-developpement/mobilité>.
- » All the institutions that award grants as part of Belgian Federal Cooperation have negotiated to harmonise grant amounts.
- » This document contains amounts that may be indexed and will therefore be updated regularly. The most recent version is available on the ARES website.

Update history :

Date	Updates
January 10th 2025	P.5, « Daily allowance (per diem) »: further precisions on the duration.

1. By partner country, we mean one of the countries on the list of 31 partner countries of Belgian Federal Academic Cooperation

## /02. REFERENCE DOCUMENTS

[The Ministerial Decree](#), which establishes the maximum accommodation allowances (hotel) and daily allowances - per diem - (from page 47), is published regularly.

[The circular](#), which sets out the index-linked amount of the mileage allowance for car journeys made in Belgium, is published quarterly.

## /03. TRIPS

### 03.1 / WHAT DOES THE FINANCING CONSIST OF?

There are five types of trips:

- » **Trip to Belgium:** these are expenses incurred by a member of staff from an institution in a partner country or by any other person under ARES funding for a stay in WBF.
- » **"Chaires des Suds":** these are expenses incurred by an expert from a partner country for a teaching visit to the WBF as part of an international training programme.
- » **Trip Belgium - Partner country:** these are expenses incurred by a member of staff of a WBF institution or by an external person working under ARES funding for a stay in a partner country.
- » **National trip:** these are expenses incurred by a member of staff of an institution in a partner country or by any other person under ARES funding for a stay in their own country.
- » **International trip:** this refers to the costs incurred by a member of staff of an institution in a partner country or by an external person working under ARES funding for a stay in another ARES partner country.

The duration of funding is a maximum of 15 days per trip (including return travel). If a person combines trips for different donors or under several ARES instruments, the actual number of days to be charged to the intervention concerned must be notified to ARES and the costs charged proportionally.

### 03.2 / WHICH COSTS ARE ELIGIBLE?

The types of expenses eligible in the context of trips are described below:

- » **International travel:** these are the costs of travelling from home to the final destination and back. For example: to/from the nearest airport, to/from the place of stay, to/from home by taxi, private car (mileage allowance) or public transport. This may include a per diem and one night's hotel accommodation if the journey includes a stopover involving an overnight stay.
  - » By air, cover is limited to the lowest fare in economy class, including taxes, on an IATA airline;
  - » By train, cover is limited to the 2° class fare;
  - » Mileage allowance: this can be calculated on the basis of 2 return journeys between home and the airport (for the amount, see [the circular](#) in the reference documents);

- » Taxi or shuttle;
- » The cost of parking at the airport or an international train station is not covered.
- » **Additional costs related to international travel:** these cover any compulsory costs incurred by the trip or stay in the destination country, for example:
  - » Visa fees (excluding passport fees): cost of the visa, legalisation and dispatch of documents, travel expenses and per diem (which includes accommodation) for a maximum period of 10 days when obtaining the visa requires travel to another city or region;
  - » Costs of leaving the country: taxes, etc.;
  - » Medical expenses: compulsory vaccinations, specific medicines, etc.
- » **Accommodation allowance:** this only includes overnight accommodation, tourist tax and hotel breakfasts. Early check-in and late check-out fees may be covered if justified by the flight plan.
- » **Daily allowance (per diem):** this covers living expenses (food, local transport, communications, small expenses, etc.). It is based on a maximum flat rate, applicable for the length of the trip. The per diem includes the date of departure from the country of origin to the date of departure from the destination country, within the limit of 15 days maximum.
- » **Fees:** these cover the cost of an expert (courses or seminars), for international courses only. If the intervention is carried out remotely, the fees are the only eligible costs.
- » **Representation expenses:** these may cover a meal between partners once per trip (in the partner country or in Belgium).
- » **Management fees:** all mobilities (grants and trips) give rise to management fees for the department responsible for organising and/or hosting the participants in Belgium. These fees correspond to a maximum of 10% of the expenses incurred for the grants or trips, excluding supervision costs, research costs and representation costs.

Management fees on mission expenses will apply from 01/09/2024.

### 03. 3 / WHAT ARE THE APPLICABLE AMOUNTS?

TYPE OF EXPENSE	AMOUNT	JUSTIFICATION	GIRAF SECTION
COMMON COSTS			
Representation expenses	Variable	Based on actual costs and supporting documents (including the list of participants and their role in the project).	G3. Representation expenses
TRIP TO BELGIUM			
International travel	Variable	Based on actual costs and supporting documents	F1. International travel
Additional costs associated with international travel	Variable	Based on actual costs and supporting documents	F1. International travel
Housing allowance	200€ maximum per night, including breakfast	Based on actual costs and supporting documents	G2. Hotel costs
Daily allowance (per diem)	Flat rate of 100€ maximum per day	Paid bill or receipt signed by the beneficiary	G1. Per diem
Management fees	Maximum 10% of the amounts incurred for mission expenses managed by the FWB department, excluding representation costs	Internal invoice showing the transfer to the department or service concerned	F3. Travel management fees G3. Management fees on accommodation costs
CHAIRES DES SUDS			
International travel	Variable	Based on actual costs and supporting documents	F1. International travel
Additional costs associated with international travel	Variable	Based on actual costs and supporting documents	F1. International travel
Housing allowance	200€ maximum per night, including breakfast	Based on actual costs and supporting documents	G2. Hotel costs
Fees	100€ maximum per day Maximum 10 days and minimum 3 hours of lessons for a day to be taken into account	Receipt signed by the beneficiary	C9. Other (fees, etc.)

TYPE OF EXPENSE	AMOUNT	JUSTIFICATION	GIRAF SECTION
Daily allowance (per diem)	100€ maximum per day	Paid bill or receipt signed by the beneficiary	G1. Per diem
Management fees	Maximum 10% of the amounts incurred for mission expenses managed by the FWB department, excluding representation costs	Internal invoice showing the transfer to the department or service concerned	J1. Administrative costs in Belgium
TRIP BELGIUM - PARTNER COUNTRY			
International travel	Variable	Based on actual costs and supporting documents	F1. International travel
Additional costs associated with international travel	Variable	Based on actual costs and supporting documents	F1. International travel
Housing allowance	Varies according to the country of destination, with reference to the maximum amount per night set out in the <a href="#">ministerial decree</a>	Based on actual costs and supporting documents	G2. Hotel costs
Daily allowance (per diem)	Flat rate according to the country of destination, with reference to the maximum amount for category 1 of the <a href="#">ministerial decree</a>	Paid expense claim or receipt signed by the beneficiary (or per diem form, only for institutional support)	G1. Per diem
NATIONAL TRIP			
Housing allowance	Flat rate based on local rates or actual expenses, with reference to the maximum amount per night set out in the <a href="#">ministerial decree</a>	- Flat rate: receipt signed by the beneficiary - Variable amount: based on actual expenses and supporting documents	G2. Hotel costs
Daily allowance (per diem)	Flat rate based on local rates or actual expenses, with reference to the maximum amount for category 2 of the <a href="#">ministerial decree</a>	- Flat rate: receipt signed by the beneficiary. - Variable amount: based on actual expenses and supporting documents	G1. Per diem
INTERNATIONAL TRIP			
International travel	Variable	Based on actual costs and supporting documents	F1. International travel
Additional costs associated with international travel	Variable	Based on actual costs and supporting documents	F1. International travel
Housing allowance	Flat rate based on local rates with reference to the local rate or, failing that, the maximum amount per night set out in the <a href="#">ministerial decree</a>	- Fixed price: receipt signed by the beneficiary. - Variable amount: based on actual expenses and supporting documents	G2. Hotel costs
Daily allowance (per diem)	Flat rate variable according to the country of destination, with reference to the local scale or, failing this, the maximum daily amount for category 1 of the <a href="#">ministerial decree</a>	Paid bill or receipt signed by the beneficiary	G1. Per diem

## /04. MOBILITY GRANTS IN BELGIUM

### 04.1 / WHAT DOES THE FINANCING CONSIST OF ?

There are four types of mobility grants for stays in Belgium:

- » **Study mobility grant:** this covers the costs incurred by a resident of a partner country for a stay in a WBF institution as part of a course leading to an academic degree. The duration of the funding is 12 months, with the possibility of arriving a maximum of 15 days before the start of the course (excluding return travel).
- » **Mobility grant as part of a doctorate or post-doctorate:** this is funding for the costs incurred by a resident of a partner country for a stay at an FWB university as part of a doctorate or post-doctorate. The duration of a doctoral thesis is normally 4 years, but ARES grants only cover a maximum of 24 months in Belgium. If you are a doctoral student on an ARES programme, you must limit your stay in Belgium to 50% of the total time, with a maximum of 24 months funded. For those who began their thesis with other funding, the 50% rule applies to the years covered by the ARES.

Any derogation from the 4 academic years requires prior justification and the agreement of the ARES. Post-doctorates are funded for a maximum of 6 months, excluding travel.

- » **Capacity-building at a university college (haute école) or school of arts (école supérieure des arts) mobility grant:** this covers the costs incurred by a resident of a partner country for a capacity-building stay at an WBF university college (haute école) or school of arts (école supérieure des arts). The duration of the funding is a minimum of one month and a maximum of six months (excluding return travel).
- » **Capacity-building at university mobility grant:** this covers the costs incurred by a resident of a partner country for a stay at an WBF university as part of a non-degree-granting course (continuing education, training, preparation for a doctorate, etc.). The duration of the funding is a maximum of six months and limited to a maximum of one week before the start of the course and one week after the end of the course (excluding return travel).

## 04. 2 / WHAT COSTS ARE ELIGIBLE?

The types of expenses eligible for mobility grants in Belgium are described below:

- » **Travel costs for the grant holder:** these are the costs of travelling from home to the final destination and back. For example: to/from the nearest airport, to/from the place of stay, to/from home by taxi, private car (mileage allowance) or public transport. This may include a per diem and one night's hotel accommodation if the journey includes a stopover involving an overnight stay.
    - » By air, cover is limited to the lowest fare in economy class, including taxes, on an IATA airline;
    - » By train, cover is limited to the 2nd class fare;
    - » Mileage allowance: this can be calculated on the basis of 2 return journeys between home and the airport (for the amount, see the circular in the reference documents);
    - » The cost of parking at the airport or an international train station is not covered.
  - » **Additional costs associated with international travel:** these cover any compulsory costs incurred by the trip or stay in the destination country, for example:
    - » Visa fees (excluding passport fees): cost of the visa, legalisation and dispatch of documents, travel expenses and per diem (which includes accommodation) for a maximum period of 10 days when obtaining the visa requires travel to another city or region;
    - » Costs of leaving the country: taxes, etc.;
    - » Medical expenses: compulsory vaccinations, specific medicines, etc.;
    - » For amounts in excess of €200, see the table entitled «Applicable amounts».
  - » **Travel as part of an inter-institutional training course:** this is only payable in the event of travel between different campuses in WBF as part of an inter-institutional training course to take part in courses given in another institution. This may include an STIB, TEC or SNCB season ticket.
  - » **Living allowance:** covers:
    - » Living expenses (food, local transport, communications and other living expenses);
    - » Accommodation costs;
    - » Additional international travel expenses of up to €200 (except for university capacity-building courses).
- For study stays: a one-off additional allowance is paid to grant holders to enable them to arrive before or stay after the course, and will be paid in all cases.**
- » **Research costs:** these are costs related to the specific needs of research. They may include:
    - » For the host unit: consumables or analysis costs (the purchase of equipment to be kept in the host unit and depreciation costs are not eligible);
    - » For the researcher: a computer, documentation, attendance at a conference, field expenses (accommodation or travel) or an additional plane ticket.
  - » **Operational costs:** these are costs linked to the specific needs of the university college (haute école) or school of arts (école supérieure des arts) training programme. They may include:
    - » For the host unit: consumables or analysis costs (the purchase of equipment to be kept in the host unit and depreciation costs are not eligible);

- » For the trainee: a computer, documentation, attendance at a conference, field expenses (accommodation or travel) or an additional plane ticket.
- » **Supervisory costs:** maximum flat-rate amount covering the time and expenses incurred by the unit of the person supervising the WBF scholarship holder.
- » **Management fees:** All mobilities (grants and trips) give rise to administration costs for the department responsible for hosting people in Belgium. These fees correspond to a maximum of 10% of the expenses incurred for the scholarships or trips, excluding supervision costs, research costs and representation costs. Management fees are calculated on air tickets only if they are purchased and managed by the WBF institution's host service. When the ARES instrument gives rise to a management fee, the sum of the administrative fees and the management fees may not exceed 10% of total expenditure.

## 04. 3 / WHAT ARE THE APPLICABLE AMOUNTS?

TYPE OF EXPENSE	AMOUNT	JUSTIFICATION	GIRAF SECTION
STUDY MOBILITY GRANT			
Travel of the grant holder	Variable	Based on actual costs and supporting documents	E07. Travel of scholarship holders
Additional costs associated with international travel	Variable. Up to €200, they must be covered by the living allowance. If the total amount exceeds €200, the excess must be covered by the international travel	- Excess: on actual costs and on supporting documents for all costs - Flat rate: statement of Living allowance drawn up and paid by the institution or receipt signed by the beneficiary	E07. Travel of scholarship holders
Travel as part of an inter-school training course	Only for international courses: - Between FWB campuses, €250 maximum - €1,000 maximum, economy class, in the case of a compulsory field internship	Based on actual costs and supporting documents	E07. Travel of scholarship holders
Living allowance	Flat rate of €1,400 per month for 12 months and one-off flat rate of €750	Statement drawn up and paid by the institution or receipt signed by the beneficiary	E02. Study grants in Belgium
Management fees	Maximum 10% of the amounts incurred in scholarship fees and managed by the WBF institution	Internal invoice showing the transfer to the department or service concerned	E08. Management fees
MOBILITY GRANT FOR A DOCTORATE OR POSTDOCTORATE			
Travel of the grant holder	Variable	Based on actual costs and supporting documents	E07. Travel of scholarship holders
Additional costs associated with international travel	Variable. Up to €200, they must be covered by the living allowance. If the total amount exceeds €200, the excess must be covered by the international travel	- Excess: based on actual costs and on supporting documents for all costs - Flat rate: statement drawn up and paid by the institution or receipt signed by the beneficiary	E07. Travel of scholarship holders
PHD living allowance	Flat rate of €1,900 per full month for doctorates + €63.33 per day for incomplete months	Statement drawn up and paid by the institution or receipt signed by the beneficiary	E03. PhD scholarships in Belgium
Post-doctorate living allowance	Flat rate of €2,000 per full month for post-docs + €66.67 per day for incomplete months	Statement drawn up and paid by the institution or receipt signed by the beneficiary	E031. Postdoctoral scholarships in Belgium
Supervisory costs	Flat rate of maximum €300 per month for full months + maximum €10 per day for incomplete months	Internal invoice showing the transfer to the supervisor's department and/or another relevant department	E10. Supervisory costs
Research costs	Maximum €1,000 per full month + maximum €33.33 per day for incomplete months. The amount may be pooled, but at the end of the doctorate may not exceed the formula nb of months spent in Belgium x €1,000	Based on actual costs and supporting documents	E09. Research/operational costs
Management fees	Maximum 10% of the amounts incurred for scholarship costs and managed by the WBF institution, excluding supervision and research costs	Internal invoice showing the transfer to the department or service concerned	E08. Management fees



TYPE OF EXPENSE	AMOUNT	JUSTIFICATION	GIRAF SECTION
MOBILITY GRANT FOR CAPACITY-BUILDING AT A UNIVERSITY COLLEGE (HAUTE ÉCOLE) OR SCHOOL OF ARTS (ÉCOLE SUPÉRIEURE DES ARTS)			
Travel of the grant holder	Variable	Based on actual costs and supporting documents	E07. Travel of scholarship holders
Additional costs associated with international travel	Variable. Up to €200, they must be covered by the living allowance. If the total amount exceeds €200, the excess must be covered by the international travel	- Excess: based on actual costs and on supporting documents for all costs - Fixed fee: statement drawn up and paid by the institution or receipt signed by the beneficiary	E07. Travel of scholarship holders
Living allowance	Fixed rate of €1,900 per full month + €63.33 per day for incomplete months	Statement drawn up and paid by the institution or receipt signed by the beneficiary	E032. HE/ESA training grants in Belgium
Supervisory costs	Flat rate of maximum €300 per full month + maximum €10 per day for incomplete months	Internal invoice showing the transfer to the supervisor's department and/or another relevant department	E10. Supervisory costs
Operational fees	Maximum €1,000 per full month + maximum €33.33 per day for incomplete months	Based on actual costs and supporting documents	E09. Research/operational costs
Management fees	Maximum 10% of the amounts incurred in scholarship costs and managed by the WBF institution, excluding supervision and operational costs	Internal invoice showing the transfer to the department or service concerned	E08. Management fees
UNIVERSITY CAPACITY-BUILDING MOBILITY GRANT			
Travel as part of an inter-school training course	For international courses only: maximum €250	Based on actual costs and supporting documents	E07. Travel of scholarship holders
Travel of the grant holder	Variable	Based on actual costs and supporting documents	E07. Travel of scholarship holders
Additional costs associated with international travel	One-off fee of €200 If the total amount exceeds €200, the excess can be financed from actual expenses.	- Excess: based on actual costs and supporting documents for all costs - Fixed fee: statement drawn up and paid by the institution or receipt signed by the beneficiary	E07. Travel of scholarship holders
Living allowance	- Stay of 8 to 14 days: fixed daily rate of €100 - from 15 days to 1 month, one-off charge of €1,500 - Stay of 1 to 6 months: fixed rate of €1,500 per full month + €50 per day for incomplete months	Statement drawn up and paid by the institution or receipt signed by the beneficiary	E01. Internship/Short-term grants in Belgium
Management fees	Maximum 10% of the amounts incurred in scholarship costs and managed by the WBF institution, excluding supervision costs	Internal invoice showing the transfer to the department or service concerned	E08. Management fees

Amount for supervision fees for university capacity-building mobility grants:

CATEGORY	SPECIFICATIONS	AMOUNT
A	First, second, and third cycle studies in the humanities and social sciences (areas 1 to 10 of the « <a href="#">Decret Paysage</a> »)	Maximum daily charge of €19.85
B	First, second, and third cycle studies in science, motor science, construction and urban planning; first cycle studies in medical science and veterinary science; non-degree year first cycle studies in engineering science and technology, agricultural science and biological engineering, dental science, biomedical science and pharmacy; third cycle studies in art and art-related sciences	Maximum daily charge of €39.29
C	Bachelor's degree year, second and third cycle in engineering sciences and technology, agronomic sciences and biological engineering, dental sciences, biomedical and pharmaceutical sciences; second and third cycle studies in medical sciences, public health sciences and veterinary sciences	Maximum daily charge of €59.14

## /05. NATIONAL OR INTERNATIONAL RESEARCH OR TRAINING GRANTS

### 05.1 / CAUTION

The amount of the national or international research and training grants applies from 01/09/2024 for any new person and for any person with a corresponding grant of less than this amount. In the case of a project started before 01/09/2024, any person with a corresponding grant higher than this amount will keep this amount unchanged until the end of the project.

### 05.2 / WHAT DOES THE FINANCING CONSIST OF?

There are two types of research or training grants:

- » **National research or training grant:** this is an optional grant awarded to a person resident in a partner country who is following a training course as part of an ARES project (except as part of a post-doctorate) when they are in their own country.
- » **International research or training grant:** this is an optional grant awarded to a person resident in a partner country who is following a training course as part of an ARES project (except as part of a post-doctorate) when they are in an ARES partner country other than their own. The amount is 25% higher than the national grant because it includes mobility.

It is up to the person responsible for the activity, in consultation with the beneficiary's promoter or supervisor, to decide on the number of days/month of grants to be given.

## 05.3 / WHAT COSTS ARE ELIGIBLE?

The type of costs eligible under research or training grants are described below:

- » **Grant:** this is aid for research or training undertaken by the beneficiary.

## 05.4 / WHAT ARE THE APPLICABLE AMOUNTS?

TYPE OF EXPENSE	AMOUNT	JUSTIFICATION	GIRAF SECTION
NATIONAL RESEARCH OR TRAINING GRANT			
Grant	Flat rate of €350 per full month + €11.67 per day for incomplete months	Receipt signed by the beneficiary	E04. Local short-term internship grants E05. Local study grants E06. Local doctoral scholarships
INTERNATIONAL RESEARCH OR TRAINING GRANT			
Grant	Flat rate of €437.5 per full month + €14.58 per day for incomplete months	Receipt signed by the beneficiary	E04. Local short-term internship grants E05. Local study grants E06. Local doctoral scholarships

# /06. FUNDING FOR STUDENT MOBILITY FROM THE WALLONIA-BRUSSELS FEDERATION (WBF)

## 06.1 / WHAT DOES THE FINANCING CONSIST OF?

There are two types of mobility grants for WBF students:

- » **Travel grants:** these cover the costs incurred by WBF students for an internship, study or research stay (preparation of a master's dissertation –mémoire– or bachelor's dissertation –travail de fin d'études/TFE–) in a partner country as part of the «global citizenship education» instrument.
- » **Funding in the context of a Research Project for Development (RPD), Training Project for the South (TPS), Microproject, Start-up Project or Promotion Project (S&P):** these are costs incurred by WBF students to carry out an internship, study or research stay in a partner country in the context of an RPD, TPS or «to global citizenship education instrument (microproject), start-up project or valorisation project.

Please note that as part of an RPD, TPS, start-up project or promotion project, students may also receive a grant from the project budget for a study or research visit, provided that the visit is to the project's partner institution and that it is credited in ECTS (European Credit Transfer and Accumulation System) in the student's course of study, either via master's dissertation – mémoire – or bachelor's dissertation –travail de fin d'études/TFE –, or via the internship. The stay of WBF students must contribute to achieving the results of the project.

## 06. 2 / WHAT COSTS ARE ELIGIBLE?

The types of expenses eligible for WBF student mobility funding are described below:

- » **International travel:** this covers all or part of the cost of travelling from home to the final destination and back. For example: to/from the nearest airport, to/from the place of stay, to/from home by taxi, private car (mileage allowance) or public transport. This may include a per diem and one night's hotel accommodation if the journey includes a stopover involving an overnight stay.
  - » By air, cover is limited to the lowest fare in economy class, including taxes, on an IATA airline;
  - » By train, cover is limited to the 2nd class fare.
  - » Mileage allowance: this can be calculated on the basis of 2 return journeys between home and the airport (for the amount, see the circular in the reference documents);
  - » The cost of parking at the airport or an international train station is not covered.
  - » Taxi or shuttle.
- » **Living allowance:** this covers living expenses (food, local transport, communications and other living expenses).
- » **Accommodation allowance:** this only includes overnight accommodation, tourist tax and at the hotel breakfasts. Early check-in and late check-out costs may be covered if justified by the flight plan.

## 06. 3 / WHAT ARE THE APPLICABLE AMOUNTS?

TYPE OF EXPENSE	AMOUNT	JUSTIFICATION	GIRAF SECTION
TRAVEL GRANT			
Travel of the grant holder	A single flat-rate charge that varies according to the country of destination, with the amount indicated in the call document as the reference	Checklist document signed by the beneficiary	F1. International travel
Allocation de subsistance	Only for beneficiaries of a WBF study allowance: flat rate variable according to the country of destination, maximum one tenth of the maximum daily amount for category 1 of the <a href="#">ministerial decree</a>	Checklist document signed by the beneficiary	F1. International travel
GRANT AS PART OF A RPD, TPS, MICROPROJECT OR S&P			
Travel of the grant holder	Variable	Based on actual costs and supporting documents	F1. International travel
Living allowance	Flat rate variable according to the country of destination, maximum half the maximum daily amount for category 1 of the <a href="#">ministerial decree</a>	Statement drawn up and paid by the institution or receipt signed by the beneficiary	G1. Per diem
Housing allowance	Variable depending on the country of destination, maximum of half the maximum accommodation allowance set out in the <a href="#">ministerial decree</a>	Based on actual costs and supporting documents	G2. Hotel costs