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restreint	F0430-001	03/06/2021	1/1

DF
Achats

conditions d'hébergement et de transports recommandations applicables aux fournisseurs

Les recommandations concernant les conditions d'hébergement et de transports dans le cadre des prestations effectuées auprès d'IFP Energies nouvelles sont les suivantes :

Conditions de transports

Il est demandé de privilégier l'usage des transports en commun.

- Pour les déplacements urbains, il est demandé d'utiliser les transports en commun et notamment le RER entre Rueil et la gare de Lyon.
- Lorsque des déplacements sont nécessaires en dehors de la région parisienne, ils se feront préférentiellement en train. Lorsqu'un déplacement en avion est nécessaire, celui-ci devra être effectué en classe économique.

Conditions d'hébergement / repas

Les remboursements des frais d'hébergement et de repas devront respecter les montants des plafonds pour les nuits et repas ci-dessous.

Lieu du déplacement	Nuit + petit déjeuner	Repas
PARIS *	170 €	35 €
PROVINCE	130 €	30 €
D.O.M. T.O.M. **	140 €	30 €

* Y compris Orly, Roissy et le département 92.

** D.O.M. : Martinique, Guadeloupe, Saint-Pierre et Miquelon, Guyane, Réunion, Mayotte.

T.O.M. : Nouvelle-Calédonie, Wallis et Futuna, Polynésie Française.

Modalités de remboursement

Un remboursement au forfait est à privilégier.

Dans le cas de remboursement au réel, l'ensemble des justificatifs est à envoyer au chef de projet IFPEN, pour validation et émission d'une commande de régularisation. La facture du prestataire devra reprendre le n° de commande IFPEN et sera payable selon les termes convenus entre le prestataire et IFPEN.

Ces conditions restent applicables à concurrence d'une nouvelle publication tarifaire.

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DocuSigned by:

Laïla FENZAR

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Laïla FENZAR
Cheffe du Département Achats



Direction des Ressources humaines

Mars 2021

barème 2021**FRAIS DE DEPLACEMENT : FRANCE & D.O.M. T.O.M.**

Nota : il s'agit d'éléments indicatifs permettant l'établissement de l'ordre de mission. Le remboursement s'effectue sur justificatifs dans la limite du barème. Une dérogation exceptionnelle pourra être acceptée si elle est argumentée et validée, par le directeur concerné, dans la zone commentaire de la note de frais.

LIEU DU DEPLACEMENT	nuit + petit déj.	repas
PARIS *	170 €	35 €
PROVINCE	130 €	30 €
D.O.M. T.O.M. **	140 €	30 €

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 Objet: F0430-001_Conditions_hebergement_transports_prestations.docx
 Réf. interne: Conditions hébergement 2021
 Enveloppe source:
 Nombre de pages du document: 2
 Nombre de pages du certificat: 5
 Signature dirigée: Activé
 Horodatage de l'enveloppe: Activé
 Fuseau horaire: (UTC+01:00) Bruxelles,
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État: Complétée

Émetteur de l'enveloppe:
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 RUEIL-MALMAISON CEDEX, Ile-de-France 92852
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Signature

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CORDIER Nathalie
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 Responsable de classe d'Achats
 IFPEN

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Récapitulatif des événements de l'enveloppe	État	Horodatages
Enveloppe envoyée	Haché/crypté	03/06/2021 08:03:49
Livraison certifiée	Sécurité vérifiée	04/06/2021 09:58:14
Signature complétée	Sécurité vérifiée	04/06/2021 09:59:56
Complétée	Sécurité vérifiée	04/06/2021 10:00:00
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