

Reimbursement policy

Eligibility:

All participants, speakers, moderators, and rapporteurs who attend the seminar will be reimbursed.

Anyone who claims reimbursement should fulfil the following conditions:

Costs that will be reimbursed:

- **Travel:**

By plane: Economic class (Please book your ticket as earlier as possible in order to get good rate)

By train: first class (Eurostar: economy class)

Travel costs above 350 EURO would need a prior approval by sending a request to EPF secretariat which will be attached to the reimbursement form.

By car: reimbursement of 0,30€/KM. Please indicate the number of kilometre in the form with a maximum of 350€.

- **The use of public transport** is recommended. Taxi can be used only in case of very early or late travelling, or in case of reduced mobility. ***Please justify any use of taxis on the reimbursement form.***
- **Food & beverages** which are not included in the seminar package.

Submission:

Reimbursement form for travel or accommodation will be submitted by the claimant only after the event.

Please use EPF reimbursement form (see below) duly filled to claim. All expenses have to be justified **by original receipts** which you will number as a reference on the receipt and the reimbursement form.

For all expenses beyond or out of this policy, please contact EPF secretariat before the event and attach the written correspondence to the reimbursement form. If you do not attach EPF approval, your extra expenses will not be reimbursed.

The form will be sent to the EPF secretariat two months after the event at the latest.

Deadline for submission: 31 December 2011. After that date EPF will not process any reimbursements.

REIMBURSEMENT FORM

Name of the Participant	
Name of the Organisation represented by the participant	
Role of the Participant in the Event (if any)	
Address of the Claimant	
Tel	
Date of the Meeting	27-28 October 2011
Account (general, project, ...)	EPF Autumn Regional Advocacy Seminar

EXPENSES INCURRED			
Item (please use one row per item, if it is not sufficient insert as many row as you need)	Cost		# receipt
	in local currency	in €uro	(Please number your receipts)
TOTAL			

BANK DETAILS	
Name of account holder	
Currency of the account	
Name of Bank	
Address of Bank	
Account Number	
Sort Code	
IBAN CODE	
SWIFT CODE	

NOTE: Please attach all original receipts and vouchers, and make a copy for your own records first and send to: EPF – rue Belliard 65 B-1040 Brussels.

MANY THANKS