# Reimbursement Policy

**Eligibility:**

Representative of EPF Members and speakers who have been invited.

Anyone who claims reimbursement should fulfil the following conditions without any exception. Please use the form attached to claim the reimbursement of your expenses.

**Costs that will be reimbursed:**

1. **Travel:**
* **By plane**: cheapest Economic class and most direct route (Please book your ticket as early as possible in order to get good rate). The booking will be done by the participant herself/himself via Egencia (EPF travel agency) and will be charged directly to EPF. A link to the travel agency will be provided by the EPF Secretariat with the confirmation of your registration. EPF will not reimburse travels booked with agencies, other than Egencia.
* **By train:** first class (Eurostar: economy class).
* **By car:** reimbursement of 0,30€/KM. Please indicate the departure city and number of kilometres in the form. A maximum of 300€ will be reimbursed. The reimbursement **will in no case exceed the equivalent of a first-class rail fare**. The fare includes all cost related to the use of the car (insurance, petrol, motorway fee, parking fees…).
1. **Subsistence allowance:**
* **The use of public transport** is recommended. Taxi can only be used in case of public transport not being available or in case of reduced mobility. ***Please justify any use of taxis on the reimbursement form. Without justification we will automatically deduct the expenses.***
* **Food & beverages** which are not included in the seminar package.
* **Hotel:** the night of 05/12/2017 will be covered by EPF, with a maximum of 140€/night (breakfast and city tax exclusive). Any additional nights, not indicated in the registration form, will be at the cost of the participant.

**We trust our participants managing their expenses wisely as by a responsible person.**

**Conversion rate:**

Any expenses made in another currency than Euro have to be converted into EURO. The conversion must be calculated with the official EC website: <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>

**Submission:**

|  |
| --- |
| **Deadline for submission**: **6/01/2017** **After this date EPF will not process any reimbursements.** |

Reimbursement form can be submitted by the claimant only after the event. Please use the EPF reimbursement form, duly filled, to claim your expenses.

All expenses have to be justified **by original receipts.**

Each receipt will be numbered as a reference. Those are already pre-listed in the form. Please mention that number on the appropriate receipt.

**For all expenses beyond or out of this policy please attach a written approval by EPF to the reimbursement form**. Without EPF approval your extra expenses will not be reimbursed.

The form has to be sent to the EPF secretariat within the month after the event at the latest.

**Contact details:**

European Patients' Forum

Chaussée d’Etterbeek 180, 1040 Brussels, Belgium

Office phone number: +32(2)280 23 34

Email: info@eu-patient.eu

[www.eu-patient.eu](http://www.eu-patient.eu)

**To attach to the form:**

* Original receipt for the purchase of flight or train ticket (if not purchased directly by EPF)
* Secretariat approval
* Original receipts
* Boarding passes

NOTE: **Please attach all original receipts and vouchers,** make a copy for your own records, and send to: **EPF – Chaussée d’Etterbeek, 180 – 1040 Brussels, Belgium.**

**REIMBURSEMENT FORM**

|  |
| --- |
| **INFORMATION** |
| **Name of Claimant** |  |
| **Address of the Claimant** |  |
| **Email address** |  |
| **Date of the Meeting** | 06.12.2017 |
| **Title of the Meeting** | Access Campaign Meeting |
| **Account (general, project, ...)** | OG 318 |
| **If you took a taxi please justify here (mobility, early or late departure, …)** |  |

Any expenses made in another currency than Euro has to be converted in EURO. The conversion has to be calculated with the official EC website: <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>

|  |
| --- |
| **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 list your receipts here with the reference you have inserted on the receipt) |
|  |  |  | 1 |
|  |  |  | 2 |
|  |  |  | 3 |
|  |  |  | 4 |
|  |  |  | 5 |
| **TOTAL** |  |  |  |
| **BANK DETAILS** |
| Name of account holder |  |
| Currency of the account |  |
| Name of Bank |  |
| Address of Bank |  |
| Account Number |  |
| IBAN CODE |  |
| SWIFT CODE |  |

Signature: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR EPF STAFF:

|  |  |
| --- | --- |
| Date in | Exp. Generator approval |
| ProjectOG | Budget318 | LabelAccess Campaign Meeting  |