

Reimbursement policy

Eligibility:

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

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

Costs that will be reimbursed:

Travel:

By plane: cheapest Economic class and most direct route (Please book your ticket as early as possible in order to get good rate). Please attach the **boarding passes** to the reimbursement form. Without boarding passes EPF will not be in a position to get reimbursed for the cost.

By train: first class (Eurostar: economy class)

The booking will be done by the participant itself via Egencia (EPF travel agency) and will be charged directly to EPF. A link to the travel agency will be provided by EPF Secretariat with the confirmation of your registration. EPF will not reimburse travel booked with other agency than Egencia.

Please note that travel costs are limited to €300. If you don't find a flight or a train under that limit please mention this in the comment box available when making your booking.

By car: reimbursement of 0,30€/KM. Please indicate the number of kilometres in the form. A maximum of 300€ will be reimbursed. The reimbursement will in no case exceed the equivalent first class rail fare.

Subsistence allowance

- **The use of local 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 without justification we will automatically deduct the expense.***
- **Food & beverages** which are not included in the seminar package.
- **Hotel**: the hotel has been booked for the night on 27th and 28th October which will be covered by EPF. Any additional nights will be at the cost of the participant.

When planning your travel you may privilege to stay an additional night enabling you to stay until the very end of the seminar (28th October at 16.30). The cost of this extra night can be covered by EPF. Don't hesitate to contact us to get an approval.

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

Conversion rate:

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

Submission:

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

Please use EPF Regional Advocacy Seminar reimbursement form (which will be provided just after the event) duly filled to claim. 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.

As money should not prevent you to participate at the event please contact EPF Secretariat before the event for all expenses beyond or out of this policy 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 within the month after the event at the latest.

Deadline for submission: 28th November 2013.

After that date EPF will not process any reimbursements.

To attach to the form:

- Original receipt for the purchase of flight or train ticket
- Original boarding passes
- Secretariat approval for the use of taxi, for additional nights.
- Original receipts

NOTE: Please attach all original receipts and vouchers, and make a copy for your own records first and send to: EPF – rue du Commerce 31 B-1000 Brussels.

MANY THANKS