

Travel and Reimbursement Policy – EPF Meetings/Events

1. COVERED COSTS

1.1 ACCOMMODATION

EPF will arrange your accommodation to ensure your full participation in the events, as well as cost-effective and convenient travel. If required due to flight schedules or itineraries, additional hotel nights will be covered as appropriate. Any nights not approved in advance will be at the participant's own expense. Exceptions must be authorised by the EPF Secretariat.

Please do not make your own bookings unless previously requested by or agreed with EPF.

1.2 TRAVEL

Plane or train:

EPF will book your return journey via train or plane from an international departure point (international airport or international station) in the country where your organisation is based. Air travel is acceptable only for distances above 400 km.

Flights or trains will be booked at the cheapest fare offered by carriers serving the route directly or with the minimum number of stopovers. A checked luggage allowance will be provided only if the event requires more than 2 overnight stays or with prior Secretariat approval.

Tickets will be purchased as soon as possible and no later than 21 days before the start date of the event. The EPF Secretariat may reject travel requests made later than 3 weeks ahead of the meeting/event.

Any unused tickets or portions of tickets must be reported to the EPF Secretariat before the travel is due to take place. It is the Member's responsibility to provide the necessary supporting documents.

Car:

If public transport is not available or practical, the 'Private Car Usage' form must be completed and submitted. It should be supported by a travel route planner (e.g. www.viamichelin.com, google maps). The reimbursement is 0.35€/KM for this travel alternative and only upon prior EPF secretariat approval. Parking fees may be eligible with prior approval from the secretariat.

The total car usage reimbursement (with parking if approved) will in no case exceed the equivalent first-class rail fare for the same journey. Reimbursement will not cover parking fines, speeding tickets, fuel, road toll, car-wash, valet and/or insurance.

1.3 TRANSPORT AND SUBSISTENCE ALLOWANCE

Local transport:

The use of public transport is compulsory. Any exceptional use of taxi(s) or car-sharing services must be indicated and approved by the EPF secretariat prior to travelling. **EPF will not reimburse any taxi or car-sharing expenses that have not been previously authorised.**

Food & beverages:

EPF will cover the cost of meals and drinks consumed before or after the event, for meals that are not included in the event package. Reimbursable expenses must not exceed €25 per meal. Alcoholic beverages and additional hotel charges, such as minibar items, will not be reimbursed unless duly justified.

1.4 PERSONAL ASSISTANT

If you require a personal assistant, EPF will cover all their necessary travel expenses in accordance with this policy. Please note that their participation must be approved by the EPF Secretariat at the time of your event registration. To ensure optimal support, the personal assistant is expected to share a room with the participant and accompany them at all times.

2. SUBMITTING A REIMBURSEMENT CLAIM

The reimbursement form should be submitted no later than one month after the event using the template provided by EPF. The request should be sent to finances@eu-patient.eu with the following attachments:

- The filled and signed reimbursement form, listing all expenses claimed and your bank account number.
- Tickets or receipts scanned and itemised. Each item purchased should be visible on the receipt. Each receipt will be numbered as a reference.
- The EPF secretariat's approval for expenses not usually covered.
- A copy of your ID card or passport.
- If a private car was used, the 'private car usage form' with proof of distance (e.g. Michelin route finder/ Google maps).

EPF reserves the right to refuse reimbursement in the event of missing justification or prior approval for expenses not usually covered. Expenses must be related and limited to the meetings/events for which they are claimed.

Expenses not mentioned in this policy as reimbursable will not be reimbursed.

3. DO YOU NEED ANY HELP OR HAVE ANY QUESTIONS?

For any query or for more information, please contact the EPF secretariat at the phone number +32 489 45 72 68, or by email at events@eu-patient.eu.

