

# EPF Travel and Reimbursement Policy

## 1. Eligibility

All representatives of patient organisations who have been invited and whose registration has been confirmed for an EPF event will be reimbursed.

**Anyone** who claims reimbursement should fulfil the following conditions without any exceptions.

## 2. Costs that will be reimbursed

### 2.1 TRAVEL

- **By plane:** cheapest Economic class of maximum price **300€**.

The booking will be done by the participant itself or via EPF travel agency.

A link to the travel agency will be provided by EPF Events Officer with the confirmation of your registration.

Once you receive an email, please log in and choose your flights. Flights should be arranged as soon as possible to avoid overpaying.



**If your flight exceeds 300€, please contact EPF Events Officer for the approval. Without the approval we will only reimburse up to 300€.**

#### **Non-reimbursable expenses**

- ❖ Bookings which are arranged less than 10 working days before the event will not be reimbursed;
- ❖ Additional insurance;
- ❖ Registered luggage (if trip is shorter than 3 nights);
- ❖ Parking at the airport.



- **By train:** for the long trips (above 3h ride) you are authorised to travel in first class (Eurostar: economy class).



- **By car:** reimbursement of 0,22€/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 first-class rail fare. Please note that this already includes all cost related to the use of the car (insurance, petrol, motorway fee, parking fees...).

**Non-reimbursable expenses (as this is included in the flat rate)**

- ❖ Parking
- ❖ Pay toll
- ❖ Insurance
- ❖ Petrol



## 2.2 SUBSISTENCE ALLOWANCE

- **Local transport:** The use of public transport is compulsory. Taxi can be used only in case public transports are not 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:** EPF will cover meals and drinks which are consumed after/before the event and are not included in the seminar package.
- **Hotel:** EPF will **cover and arrange** two nights of accommodation (25/26 and 26/27.05.2018). Any additional nights, **not indicated** in the registration form, will be at the cost of the participant. **Please do not make your own bookings.**

**Non-reimbursable expenses**

- ❖ Additional nights (without EPF's Secretariat approval);
- ❖ Hotel bookings arranged by the participant without EPF's Secretariat approval;
- ❖ Use of taxi without proper justification;
- ❖ Food and beverages which are included in the seminar package (e.g. extra lunch when lunch was offered during the conference);
- ❖ Alcoholic drinks



**We trust our participants to manage their expenses wisely and responsibly.**

## 3. Conversion rate

Any expenses made in another currency than Euro have to be converted in EURO. The conversion must be calculated with the official EC website:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

## 4. Submitting your reimbursement claim

The reimbursement form will be submitted by the claimant only after the event.

- Please use EPF reimbursement form to claim your expenses.
- All expenses have to be justified **by original and itemised (listing the price for each item purchased) 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.
- **Please attach all original receipts and vouchers, and make a copy for your own records first.**
- **Please contact EPF Events Officer 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 the EPF approval, your extra expenses will not be reimbursed.

### Deadline for submission

The form has to be sent to the EPF secretariat  
**within the month after the event at the latest (27.06.2018)**.  
After that date, EPF will not process any reimbursement.

## 5. What should you attach to the form?

- Original receipt for the purchase of flight or train tickets (if not purchased directly by EPF);
- The Secretariat approval – for expenses normally not covered;
- Original receipts;
- Boarding passes (if you have an electronic version please attach the screenshot);

## 6. Where should you send the reimbursement form to?



European Patients' Forum, c/o Anna Trzcinska  
Chaussée d'Etterbeek 180,  
1040 Brussels, Belgium

## 7. Help needed?

For any query or for more information, please contact:

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

Email: [events@eu-patient.eu](mailto:events@eu-patient.eu) or [anna.trzcinska@eu-patient.eu](mailto:anna.trzcinska@eu-patient.eu)

## 8. Annex – Template Reimbursement Form

INFORMATION	
Name of Claimant	
Address of the Claimant	
Email address	
Date of the Meeting	26-27.05.2018
Title of the Meeting	EPF CBP Training Module
Account (general, project, ...)	CEU 325
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/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm)

EXPENSES INCURRED			
Item (please use one row per item, if it is not sufficient insert as many rows 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
<b>TOTAL</b>			
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 – DO NOT COMPLETE**

Date in		Exp. Generator approval
Project	Budget	Label
CEU	325	EPF CBP Training Module