

Travel and Reimbursement Policy – EPF Meetings / Events

1. Eligibility

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

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

2. Costs that will be reimbursed

2.1 TRAVEL



- **By plane:** cheapest Economic class fare to the maximum of **320€***.

In most cases the flights will be booked centrally by EPF. However, there are occasions when a participant can book their own travel via the EPF travel agency but for this there has to be an approval from the EPF Events Officer. A link to the travel agency will be provided by EPF Events Officer with the confirmation of your registration. Flights should be arranged as soon as possible to avoid overpaying

***If the flight exceeds 320€, please contact EPF Events Officer for approval. Without approval we will only reimburse up to 320€.**

On the occasion that intercontinental flights need to be booked for participants (e.g. North America to/ from Europe) the flight should be booked taking cost and comfort into consideration – one stop over maximum. However, if the flight costs more than 1400€ must follow the purchasing and procurement procedure.

Non-reimbursable expenses

- ❖ Bookings arranged less than 10 working days before the event;
- ❖ Additional insurance;
- ❖ Registered luggage (if your trip is 3 nights or shorter);
- ❖ Wrapping luggage;
- ❖ Changing seats/ upgrade in class;
- ❖ Parking at the airport.



- **By train:** for long trips (above 3h ride) participants are authorised to travel in first class (Eurostar: economy class at all times).
- **By car:** reimbursement of 0,22€/KM. Please indicate the departure city/ address and the number of kilometres you drove in the form. This should be supported by a travel route planner (e.g. www.viamichelin.com, google maps). The 'private car usage' form must be completed and submitted.



A maximum of 320€ will be reimbursed for this travel alternative and only upon prior approval. The reimbursement will in no case exceed the equivalent first-class rail fare. Please note that the flat rate of 0,22€/KM 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
- ❖ Fuel (petrol/ diesel/ LPG/ electric battery charges)
- ❖ Parking or Speeding fines



2.2 SUBSISTENCE ALLOWANCE

- **Local transport:** The use of public transport is compulsory. Taxi(s) / Uber can be used only in case public transport is not available or in case of reduced mobility. Use of taxi/ Uber must be indicated and approved by EPF prior to travelling, this is important when flights depart early or arrive late. **Please justify any use of taxis on the reimbursement form. Without justification and/ or prior approval we will automatically deduct the expenses.**
- **Food & beverages:** EPF will cover meals and drinks which are consumed before/ after the event and are not included in the seminar package based on a reasonable amount requested. The costs must be reasonable e.g. one drink, two course reasonably priced meal. Excessive costs will be deducted at the discretion of EPF staff.
- **Hotel:** If you are not able to arrive on the day of the event, EPF will **cover and arrange** one night of accommodation upon receiving justification. 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);
- ❖ Gratuity/ tips.
- ❖ Alcoholic drinks, Mini bar purchases. Laundry (including ironing).

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

3. Conversion rate

Any expenses made in another currency than Euro has to be converted into Euro. The conversion must be calculated with the official European Commission website and the month in which the expenses were incurred should be used:

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) tickets or 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 tickets, receipts, boarding passes 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 one month after the event at the latest.

After that date, EPF will not process any reimbursement.

5. What should you attach to the form?

- Original receipts for the purchase of flight or train tickets – e-mails, e-tickets etc (if not purchased directly by EPF);
- The Secretariat approval – for expenses normally not covered;
- Original invoices/ receipts;
- Boarding passes/ tickets (if you have an electronic version please attach the screenshot/ forward the pdf) for planes, trains, buses, metro, boats, coaches.
- If a private car was used the 'private car usage form' with proof of distance (e.g. Michelin route finder/ google maps).

6. Where should you send the reimbursement form to?



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

7. Help needed?

For any query or for more information, please contact EPF Events Officer:

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

Email: events@eu-patient.eu or anna.trzcinska@eu-patient.eu

8. Annex – Template Reimbursement Form

INFORMATION	
Name of Claimant	
Address of the Claimant	
Email address	
Date of the Meeting	
Title of the Meeting	
Account (general, project, ...)	
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

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
			6
TOTAL			

BANK DETAILS	
Name of account holder	
Currency of the account	
Name of Bank	
Address of Bank	
Account Number (IBAN)	
SWIFT CODE	

Signature/ date: _____ / / _____

FOR EPF STAFF – DO NOT COMPLETE

Date in		Exp. Generator approval
Project	Budget	Label