

# Travel and Reimbursement Policy – EPF Meetings / Events

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## 1. Costs that are covered

### 1.1 ACCOMMODATION

**EPF will organise your accommodation** to ensure your maximum participation to events and cost-effective and convenient travel arrangements. If needed due to flight itineraries, we will cover additional hotel nights as appropriate. Any non-approved nights will be at the cost of the participant. Any exceptions need to be approved 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.

**Flights or trains shall 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](http://www.viamichelin.com), google maps). The reimbursement is 0.37€/KM with a maximum of 370€ 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.

### 1.3 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.

#### **Food & beverages:**

EPF will cover meals and drinks which are consumed before/ after the event and are not included in the event package. The costs must be reasonable e.g., one drink, two-course meal ≈ 25€. Alcohol is not reimbursable. EPF doesn't cover hotels' extra costs from the mini bar, unless duly justified.

### 1.4 PERSONAL ASSISTANT

If you need a personal assistant, EPF will cover all the necessary travel costs for them based on this policy. Please note that their participation must be approved by EPF secretariat upon your registration for the event. To guarantee optimal support the personal assistant is required to share a room and accompany the participant all the time.

## 2. Submitting your reimbursement claim

The reimbursement form should be submitted no later than one month after the event using the template provided by EPF. The request shall be sent to [finances@eu-patient.eu](mailto: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. Help needed?

For any query or for more information, please contact the EPF secretariat at the phone number +32(2)280 23 34, or by email at [events@eu-patient.eu](mailto:events@eu-patient.eu)