

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 receipt and **boarding passes** to the reimbursement form. Without receipt nor boarding passes EPF will not be in a position to reimburse the cost.

By train: first class (Eurostar: economy class)

Travel costs above €300 would need a prior approval by sending a request to EPF secretariat which will be attached to the reimbursement form. Without the written approval the secretariat will automatically reduce the amount to the limit of €300.

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 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 expenses.***
- **Food & beverages** which are not included in the seminar package.

EPF will reimburse those costs with a maximum of 52€ for both days of 25th and 26th October. For arrival before the 25th October and departure after 26th October please refer to the calculation below.

Those limits are fixed in accordance with the European Commission's rules. We have deducted the food and beverage supplied during the conference and the dinner organised on 25th.

The above limit has been calculated on the assumption that the participant will arrive on 25th October and will leave on 26th October. For any additional days this maximum is calculated based on the date and time of arrival and the date and time of departure:

6 hours or less: 20% of €84 = €16.8

Between 6 and 12 hours, 50% of €84=€42

Between 12 and 24 hours, 100% of €84

Each successive 12-hours period: 50% of €84

The duration of the travel is calculated from the time of the departure of the transport used to the time of its arrival and return to the place of employment. Solely for the purpose of setting expenses, 30 minutes are automatically added to the departure and arrival times for journeys by train and two hours before take-off and after landing for journeys by air.

- **Hotel:** the night on 24th and 25th October 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 additional night enabling you to stay until the very end of the seminar (26 October at 17.00). 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 to : EPF Secretariat 31, rue du Commerce B-1000 Brussels - Belgium.

Please use EPF Regional Advocacy Seminar reimbursement form which will be provided with seminar material to claim the reimbursement of your expenses. 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 shouldn't 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: 25th November 2012.

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
- Original receipts