

Reimbursement policy

Eligibility:

All participants, speakers, moderators, and rapporteurs who have been invited and who attend the events 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.

Accommodation

- **Hotel**: the night on 22nd and 23rd May 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 avoiding you to leave during the course of the event. 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.

Please use EPF reimbursement form you will receive later duly filled to claim. 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: 25 June 2013.

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

NOTE: Please attach all original receipts and vouchers, and make a copy for your own records first and send to: **EPF –Véronique Tarasovici - rue du Commerce 31 B-1000 Brussels. MANY THANKS**