Travel and Reimbursement Policy for Externals

EPF Activities

1. DEFINITIONS

For the purpose of this policy, the following terms are defined as:

- **Externals:** Individuals who are not employed by EPF as Secretariat but who participate in EPF activities, such as delegates of EPF Members or members of the EPF Board, members of patient and user representative groups, speakers and moderators. Please note that participants representing industry or trade associations are not eligible for reimbursement.
- **EPF activities:** Meetings, events, workshops, project meetings, or any other activities organised by EPF in which Externals participate.
- **Accommodation:** Hotel or equivalent lodging arranged or reimbursed by EPF to enable participation in EPF activities.
- **Travel:** Transportation by plane, train, or car between the participant's place of residence and the location of the EPF activity.
- **Subsistence:** Daily expenses incurred by participants in connection with their attendance at EPF activities, including meals, non-alcoholic drinks, and local transport, within the limits and conditions set out in this policy.

2. COVERED OR REIMBURSABLE COSTS

2.1 ACCOMMODATION

Accommodation will be arranged directly by the EPF Secretariat to ensure both cost-effectiveness and participant convenience. Participants are not to make their own bookings unless previously requested by or agreed with the EPF Secretariat.

As a general principle, the number of nights covered will correspond to the duration of the activities participants are required to attend, with the possible addition of one extra night when justified by the activity schedule, available transport connections, or individual needs. If further nights are required due to the referred constraints or requirements, these may be covered, subject to prior written approval from the EPF Secretariat. Any nights not expressly agreed in advance will remain the responsibility of the participant, unless an explicit exception is authorised by the EPF Secretariat.

2.2 TRAVEL

Travel will be arranged directly by the EPF Secretariat to ensure both cost-effectiveness and participant convenience. Participants are not to make their own bookings unless previously requested by or agreed with the EPF Secretariat. 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 submitted later than 3 weeks in advance of the EPF activity. All travel will be booked selecting the most economical and practical option available. Proposed travel options will be shared with participants in advance for approval and confirmation prior to booking.

Once tickets have been issued, participants are responsible for managing their own travel arrangements, including check-in procedures, special assistance requests, and any subsequent changes to bookings. The EPF Secretariat will not be responsible for costs incurred because of changes made after booking unless expressly authorised in advance. Any unused tickets or portions of tickets must be reported to the EPF Secretariat before the travel is due to take place.

2.2.1 AIR TRAVEL

As a general principle, air travel is authorised only for journeys exceeding 400 kilometres, unless rail or car travel represents a more practical, cost-effective, or convenient option based on the participant's needs. All flights will be booked selecting the most economical and practical fare available. The fare covers one personal item and one carry-on luggage. Costs for checked baggage will only be reimbursed if the event requires more than two overnight stays or prior authorisation has been granted by the EPF Secretariat.

2.2.2 RAIL TRAVEL

For journeys of 400 kilometres or less, rail travel is the preferred mode of transport. Tickets will be booked in economy or standard class, selecting the most economical and practical option available.

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2.2.3 CAR TRAVEL

If public transport is unavailable or impractical, participants may travel by private car. The use of a private or hired car must be requested and approved by the EPF Secretariat prior to any activity.

Reimbursement will be calculated at €0.36 per kilometre for approved journeys, with a maximum reimbursement distance of 400 km for a return trip, and may include parking fees only if pre-approved by the EPF Secretariat. Reimbursement will not cover car hiring costs, fuel, fines, road tolls, car wash, valet, insurance, or other incidental costs.

For travel to and from airport, only one return journey will be reimbursed. For example, if a participant is dropped off at an airport and collected later, only the direct journey to and from the airport related to the EPF activity will be reimbursed; any additional travel on drop-off or pick-up days (e.g., personal errands) is not eligible for reimbursement.

To request reimbursement for car travel, participants must complete EPF's Car Usage Form to support their claim. The form should be supported by a travel route planner (e.g., www.viamichelin.com, Google Maps).

2.3 SUBSISTENCE

Subsistence refers to daily expenses incurred by participants in connection with their attendance at EPF activities, including meals, non-alcoholic drinks, and local transport, which may be reimbursed within the limits and conditions set out in this policy.

Reimbursement requests should be reasonable and reflect prudent use of funds. Expenses considered excessive or unrelated to EPF activities — such as alcoholic beverages, premium or luxury items, or unusually high costs (e.g., multiple or high-end coffee purchases) — will not be covered. Public transport must be used for local journeys whenever possible. Expenses for taxis, car hires, or ride-sharing services will only be reimbursed if prior approval has been obtained from the EPF Secretariat.

2.3.1 MEALS

EPF will reimburse the cost of meals and non-alcoholic drinks consumed in relation to EPF activities when such meals are not included in the activity package. Reimbursable expenses must not exceed €25 per meal. Expenses for alcoholic beverages and additional charges, such as hotel minibar items, will not be reimbursed unless specifically justified and approved by the EPF Secretariat.

2.3.2 LOCAL TRANSPORT

The use of public transport is required for all local travel. Any exceptional use of taxis, car hires, or ride-sharing services must be indicated in advance and approved in written form by the EPF Secretariat. EPF will not reimburse any taxi or ride-sharing expenses that have not been pre-authorised.

2.4 PERSONAL ASSISTANT/CAREGIVER

If a participant requires a personal assistant or caregiver, EPF will cover and/or reimburse all necessary travel expenses for the assistant or caregiver in accordance with this policy. The participation of a personal assistant or caregiver must be justified at the time of the participant's registration for the EPF activity and subsequently approved by the EPF Secretariat. To ensure effective support, the personal assistant or caregiver is expected to share a room with the participant, and accompany the participant at all times during the event.

2.5 REFERENCE TABLE

Category	Coverage	Limits/Conditions
Air Travel	Most economical and practical fare available	Only for journeys >400 km; fare includes 1 personal item and 1 carry-on; checked baggage reimbursed only for trips with >2 overnight stays or if justified
Rail Travel	Most economical and practical fare available	Preferred mode of transport for journeys ≤400 km
Car Travel	Private car reimbursement	€0.36/km; maximum 400 km return trip; parking fees reimbursed only if pre-

		approved; does not cover fuel, fines, tolls, car wash, valet, or insurance costs
Accommodation	Hotel or equivalent lodging	Number of nights covered = activity duration + 1 extra if justified by schedule, transport, or personal need; additional nights require prior written approval
Subsistence: Meals	Meals and non-alcoholic drinks	Up to €25 per meal; reimbursable only if not included in event package; alcoholic drinks, minibar items, and luxury expenses not covered
Subsistence: Local Transport	Public transport preferred	Must be used whenever possible; taxis, car hires, or ride-sharing reimbursed only if pre-approved in writing
Personal Assistant/Caregiver	Travel and accommodation	Covered only if participation is justified and approved by EPF Secretariat; assistant must share room and accompany participant throughout the event

3. REIMBURSEMENT CLAIMS

Reimbursement requests must be submitted no later than one month after the conclusion of the event, using the official EPF Reimbursement Form. Requests should be sent to finances@eu-patient.eu and must include the following attachments:

1. The completed and signed reimbursement form, listing all claimed expenses and including your bank account details. For first-time reimbursement requests, this form must be accompanied by proof of account (e.g., a bank statement, bank certificate, or equivalent document) confirming these details.
2. Tickets or receipts, scanned and itemised. Each purchased item must be clearly visible, and each receipt should be numbered for reference.
3. The EPF Secretariat approval for any expenses that are not normally reimbursed under this policy.

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4. A copy of your ID card or passport.
5. If a private car was used, the completed Private Car Usage form, including proof of distance (e.g., Michelin route planner or Google Maps).

EPF reserves the right to refuse reimbursement if supporting documentation is missing or if prior approval for non-standard expenses was not obtained. All expenses claimed must be directly related to the meetings/events and limited to what is outlined in this policy.

Expenses not explicitly mentioned in this policy as reimbursable will not be reimbursed.

For any query or for more information, please contact the EPF secretariat by email at info@eu-patient.eu.

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