Rules for travel cost reimbursement

Dear participants,

over the last years we found out that there had been some uncertainties on what expenses will be covered by EUNET regarding travel cost. In addition the European Union, the main funding partner for our conference, tightened the rules for travel cost reimbursements.
We therefore revised our rules to avoid misunderstandings and also included some clarifications. In consequence, the result is a very formal list of topics. Nevertheless you should take the following rules into consideration before making your travel plans. It will help to keep you and EUNET out of trouble.

In General:

- Travel costs will be reimbursed **up to a maximum of 250€.**
- Reimbursements will be made by bank transfer after we have received the required documents from you.
- EUNET will cover the cost for three nights (April 9th to 12th 2015). All additional nights are on your own expense.

In detail:

- **It is required to use the cheapest means of travel, and to make every effort to use the most economic fare.**
- Use of a **private car** will be reimbursed with **0,22€** per kilometre (regardless of the number of people travelling in the same vehicle). A maximum of 1600 kilometres in total will be accepted.
- **Second class train ticket**
- **Economy class air fare** (*please keep boarding cards and include them in your documents*)
- For **rental cars** (maximum category B or equivalent) or **taxis**: the actual cost where this is not excessive compared with other means of transportation. (*please include a written and signed comparison with other transportation in your documents*)
- **Credit card fees** for flight tickets **will be** reimbursed if you prove that no cheaper way of payment had been possible
- **Extra charge for baggage will be** reimbursed.
- **Parking fees** at railway station or airport **cannot** be reimbursed.
- **Costs for meals** during the travel **cannot** be reimbursed
- **Travel cancellation insurance** and **baggage insurance cannot** be reimbursed
- **Fees for seat reservation cannot** be reimbursed**.**

Please take into consideration that **there won't be, under any circumstances, any reimbursement if:**

- you send the documents later than 15.06.2015. (date of postmark)
- the "Travel cost" form is missing, not signed or in handwriting
- invoices are handwritten
- there is no original proof or only part of it
- comparison documents for rental car or taxi are missing
- you send the documents by fax or E-Mail
- the IBAN-Number and/or BIC-Code is missing

You will find the required form for travel cost reimbursement here at the download section on our website.

A manual on how to use the travel cost form is provided here