

## EUNET - Annual Conference in Paris 2023

### Guidelines for the reimbursement of travel expenses

Dear participants,

Please note the following guidelines before planning/booking your trip. This will help you and EUNET avoid any inconvenience.

#### In general:

- **Travel expenses will only be reimbursed for tickets with date of conference period + maximum 1 day (26 - 28.10. or 27 - 29.10.)**
- Travel expenses will be reimbursed **up to a maximum of 250€**.
- EUNET will cover the costs for one overnight stay (27-28 October 2023). You will have to pay for all further overnight stays yourself.
- Hotel costs are reimbursed **up to a maximum of €200**
- The refund will be made by bank transfer after we have received the necessary documents from you.

#### In detail:

- **It is necessary to choose the cheapest travel option and make every effort to book the lowest fare.**
- The use of a **private car** is reimbursed at **0.22€** per kilometre (regardless of the number of people travelling in a car). A maximum of 1600 kilometres is accepted.
- **Rail ticket 2nd class** (tickets to be submitted)
- **Economy class ticket** (*please keep the boarding cards and attach them to your documents*)
- **Parking fees** at the station or airport **are not** refundable.
- **Costs for meals** during the trip **will not be** reimbursed.
- **Travel cancellation insurance** and **luggage insurance** **are not** reimbursed.

Please note that under no **circumstances will you receive a refund of your travel expenses if:**

- **you send your documents after 08.12.2023 (postmark)**
- The "travel cost" form is missing, unsigned or filled in by hand.
- Original receipts are missing or only partially available
- you send the documents by fax or e-mail
- the IBAN number and/or BIC code are missing

#### Documents to be delivered:

You will find the necessary form for the reimbursement of travel expenses [here](#) in the download area of our website.

You can find instructions on how to fill in the form [here](#)