

Integrated Projects of the EU Social Dialogue
CLAIM FOR TRAVEL AND SUBSISTENCE COSTS

CONFERENCE “PROMOTING SOCIAL PARTNERSHIP IN EMPLOYEE TRAINING”
19 June 2018

Meeting venue: Crowne Plaza Hotel - Rue Gineste 3, 1210 Brussels

TO BE PRINTED AND RETURNED by regular mail by 19 July 2018 at the latest:

To Ms Alexandra Luchie
BusinessEurope
Avenue de Cortenbergh, 168
1000 Brussels
Belgium

If your place of work and/or residence is not in Brussels, you are eligible to claim for reimbursement of accommodation and/or travel costs. IMPORTANT: BusinessEurope will refund your travel and subsistence costs only if you have personally signed the attendance list on the spot.

Please send the following mandatory documents by post (ALL MANDATORY):

- This form (one per person), completed, dated and signed
- Original of ALL travel documents (boarding passes, train tickets, travel agency invoices, ...)
- The original hotel invoice
- The original receipts of your subsistence costs (e.g.: public transports)

REIMBURSEMENT OF TRAVEL COSTS			
MEANS OF TRAVEL	PLACE OF ORIGIN :		
<i>please tick as appropriate</i>			
<input type="checkbox"/> By plane	Price of airfare (local currency)*:		
<input type="checkbox"/> By train	Price of ticket (local currency)*:		
<input type="checkbox"/> By car, only if the distance is more than 30km**	Total km:	Departure address:	Arrival address:
<input type="checkbox"/> Other, only if the distance is more than 30km (e.g.: buses or taxis connections)	Price (local currency)*:		

* All payments will be made by the organisers in Euro upon presentation of original receipts/invoices and according to the monthly accounting rate published on the European Commission website: http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/index_en.cfm

**If you travel by car: please inform the organiser in advance since this will be dealt with on a case-by-case basis with the European Commission

REIMBURSEMENT OF ACCOMODATION AND SUBSISTENCE COSTS	
An accommodation and subsistence allowance of 140 euros is applicable for persons who require and justify one overnight stay. It will cover their hotel costs and local public transport costs. Breakfast is included with the bedroom, a welcome coffee, coffee breaks and lunch will be provided.	
I spent 1 night in Brussels, covered by the organisers (Please tick as appropriate):	<input type="checkbox"/> Yes <input type="checkbox"/> No

NAME, ADDRESS OF PARTICIPANT			
First name:		Family name:	
Organisation:			
Address:			
Tel.:		E-mail:	



BANK DETAILS (*all details must be filled in)		
Recipient's bank details	Branch Name*:	
	Branch address*:	
	IBAN*:	
	SWIFT / BIC*:	
Recipient	Name of account holder*:	
	Address of account holder*:	

Place, date, signature of participant*:

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BOOKING AND REIMBURSEMENT RULES

TRAVEL

- We encourage you to book as early as possible to prevent higher prices.
- All travel arrangements are to be made by the participants themselves.

Journeys must be carried out by the most direct and economic route. Economy class fares will be used as the benchmark for analysing air travel costs. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. For other modes of transport, the benchmark is the first-class rail fare.

If you travel by plane, business or first-class tickets cannot be reimbursed.

- **If economy flights exceed the budget limit of € 450, these will be reimbursed only if agreed in writing with BusinessEurope secretariat (contact below) before booking your flights** and on the basis that no cheaper alternative flights are obtainable for the dates in question. If these steps are not respected, we will automatically reimburse the sum of € 450 without notification.
- **If economy flights are not available**, please contact the organiser (contact below) to find a suitable solution before booking.
- **All boarding passes must be retained by the participants, including e-boarding passes and digital boarding passes on mobile phones. Boarding pass on mobile phone (with QR code or barcode) must be saved by the participant** in order to be able to send a copy to BusinessEurope after the event.

If you travel by train, tickets must not exceed the budget limit of € 450. First class tickets are accepted.

If you travel by car, Please indicate the exact places of origin and arrival. Journeys under 30 km are not eligible.

ACCOMMODATION AND SUBSISTENCE COSTS

If your real expenses exceed the authorised amount mentioned above, please note that it will be up to your organisation to cover the remaining balance. In cases where there exist considerably cheaper travel alternatives which involve one extra overnight stay, please contact the BusinessEurope secretariat in advance to agree on the most suitable solution.

TO BE PRINTED AND RETURNED by regular mail by 17th July 2018 at the latest:

Ms Alexandra Luchie
BusinessEurope
Avenue de Cortenbergh, 168
1000 Brussels
Belgium

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- This form (one per person)**, completed, dated and signed
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- The original hotel invoice**
- The original receipts of your subsistence costs (e.g.: public transports)**

For any questions, do not hesitate to contact Ms Alexandra Luchie: l.luchie@businesseurope.eu - Tel.: +32 2 237.65.67. Please make sure to make a copy of all your originals before sending them to BusinessEurope.

