

# **Reimbursement policy**

### Eligibility

All representatives of **patient organisations** who have been invited and who attend/speak at the event will be reimbursed.

<u>Anyone</u> who claims reimbursement should fulfil the following conditions without any exception. Please use the reimbursement form which will be provided 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 **boarding passes** to the reimbursement form. Without boarding passes EPF will not be in a position to get reimbursed for the cost. The booking of travel will be done by the participant itself. If you travel by plane you will book your <u>flight only</u> via Egencia (EPF travel agency) and will be charged directly to EPF. A link to the travel agency will be provided by EPF Secretariat with the confirmation of your registration. EPF will not reimburse flight booked with other agency than Egencia.

By train: first class.

By car: reimbursement of 0,30€/KM. Please indicate the departure city and number of kilometres on the form. A **maximum of 300€** will be reimbursed.

#### Subsistence allowance

- The use of public transport is recommended. Taxi can be used only in case of very early or late travelling, or in case of reduced mobility. Please justify any use of taxis on the reimbursement form without justification we will automatically deduct the expenses.
- Food & beverages which are not included in the seminar package.
- **Hotel:** if needed the night on 20 March will be covered by EPF. Any additional nights will be at the cost of the participant.

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 will be submitted by the claimant only after the event.

Please use EPF reimbursement form 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.

#### **Contact details:**

### **European Patients' Forum**

Rue du Commerce, 31 – 1000 Brussels, Belgium

Office phone number: +32(2)280 23 34

Email: <u>info@eu-patient.eu</u> <u>www.eu-patient-eu</u>

Deadline for submission: 21 April 2015

After that date EPF will not process any reimbursements.

Don't forget to sign the form.

#### To attach to the form

- Original receipt for the purchase of flight or train ticket (if not purchase directly by EPF)
- 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:

European Patients' Forum
Véronique Tarasovici
Rue du Commerce 31 B-1000 Brussels.

MANY THANKS



## REIMBURSEMENT FORM

INFORMATION		
Name of Claimant		
Address of the Claimant		
Email address		
Date of the Meeting	21 March 2015	
Title of the Meeting	CBHC Workshop - Bulgaria	
Purpose	<ul> <li>Participant</li> </ul>	
	<ul> <li>Speaker</li> </ul>	
Account (general, project,)	OG E 318 Bulgaria	
If you took a taxi please justify		
here (mobility, early or late		
departure,)		

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http://ec.europa.eu/budget/contracts grants/info contracts/inforeuro/inforeuro en.cfm

EXPENSES INCURRED				
Item (please use one row per item, if it is	Cost		# receipt	
not sufficient insert as many row as you need)	in local currency	in €uro	(Please list your receipts here with the reference you have inserted on the receipt)	
			1	
			2	
			3	
			4	
TOTAL				

BANK DETAILS		
Name of account holder		
Currency of the account		
Name of Bank		
Address of Bank		
Account Number		
Sort Code		
IBAN CODE		
SWIFT CODE		

NOTE: Please attach all boarding passes, <u>original receipts</u> and vouchers, and make a copy for your own records first and send to: EPF – rue du Commerce 31 B-1000 Brussels.

Deadline for submission: 21 April 2015

**Signature of the Claimant**