

Reimbursement policy

Eligibility:

EPF members' organisations' high-level representatives (only one representative per organisation);

EPF full members who have not paid their membership fees by January 31st 2017 will not get their travel expenses covered;

Associate members not having paid their membership fees by January 31st 2017 are not be able to participate to the AGM 2017;

<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:

<u>By plane</u>: cheapest Economic class and most direct route (Please book your ticket as soon as you received the link to EPF online travel agency - see below - in order to get good rate).

By train: first class (Eurostar: economy class)

The booking will be done by the participant itself 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 and attendance. EPF will not reimburse travel booked with other agency than Egencia.

By car: reimbursement of 0,30€/KM. Please indicate the departure city and number of kilometres in the form. A maximum of 300€ will be reimbursed. The reimbursement will in no case exceed the equivalent first class rail fare.

Subsistence allowance

- The use of public transport is recommended. Taxi can be used only in case of unavailability of public transport 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:** the night on 10 April 2016 will be covered by EPF. Any additional nights will be at the cost of the participant.

When planning your travel, you may privilege to stay an additional night enabling you to stay until the very end of the meeting. The cost of this extra night can be covered by EPF. Don't hesitate to contact us to get an approval.

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: veronique.tarasovici@eu-patient.eu

www.eu-patient-eu

Deadline for submission: 11 May 2017 After that date EPF will not process any reimbursements

Don't forget to sign the form!

After that date EPF will not process any reimbursements.

To attach to the form:

- Original receipt for the purchase of flight or train ticket.
- 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: **EPF – 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				
Title of the Meeting	AGM and Fringe meetings 2017			
Purpose	 Participant 			
	 Speaker 			
If you took a taxi please justify				
here (mobility, early or late				
departure,)				

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

grants/into co	ontracts/inforet	iro/inforeuro en.cfm
PENSES INCURRI	ED	
	Cost	# receipt
in local	in €uro	(Please list your
currency		receipts here with
		the reference you
		have inserted on
		the receipt)
		1
		2
		3
		4
		5
		6
BANK DETAILS		
	in local currency	in local in €uro currency

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: 11 May 2017

Claimant's Signature:	

FOR EPF STAFF:

Date in		Exp. Generator approval
Project	Budget	Label
OG	311	Subsistence