

National Coalitions Meeting

16-17 October 2017, Brussels

Dear Representative,

Thank you for your registration for the National Coalitions Meeting organised on 16-17 October 2017 in Brussels.

You will find below some useful information on travel, accommodation, reimbursement policy, etc.

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2 Venue and Accommodation

Delegates and the meeting will be hosted at Crowne Plaza Brussels - Le Palace,
Rue Gineste 3, 1210 - Bruxelles

3 Timing

The meeting will start on 16 October at 12.30 with lunch, and will end on 17 October at 16.00.

4 Location and Transport

4.1 FROM THE AIRPORT TO THE HOTEL

Direct train **from Brussels-National Airport** to Brussels-Nord train station. The station is 5 minutes' walking distance from the hotel.

Shuttle buses **from Brussels-South-Charleroi Airport** arrive at Brussels-Midi railway station (at the junction of rue de France and rue de l'Instruction). Then, there are several trains per hour from Brussels-Midi station to Brussels-Nord station.

For more information on Brussels-National Airport departures and arrivals click [here](#).

For more information on Brussels-South-Charleroi Airport departures and arrivals click [here](#).

4.2 FROM THE BRUSSELS-MIDI STATION TO THE HOTEL

There are direct trains from Brussels-Midi railway station to Brussels-Nord station which run several times per hour.

The nearest metro station is Rogier Metro.

5 Hotel Reservation

EPF has booked your hotel room at the Crown Plaza Brussels as requested in your registration form.

6 Reimbursement Policy

6.1 ELIGIBILITY

Representative of National Coalitions (only one representative per organisation)

Anyone who claims reimbursement should fulfil the following conditions without any exception.

Please use the form in annex of this policy to claim the reimbursement of your expenses.

6.2 TRAVEL

Only travel booked via EPF travel agency will be covered. The cost is directly paid by EPF. Please see below how to book your travel (see below item 6.2.1).

By plane: cheapest **Economic class** and **most direct route**.

By train: first class (Eurostar: economy class)

By car: reimbursement of 0,30€/KM. This amount includes the use of the car, the petrol, toll, and any expenses occurred during the drive. Please indicate the city of departure and the 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.

By taxi: only public transport must be used, unless you have mobility requirements or public transport is not available (to be ticked on the form).

6.2.1 HOW TO BOOK YOUR TRAVEL?

1. Please click on the following link: www.egencia.be to access EPF travel agency online platform. In case of problems please contact Egencia customer service at +32 2 400 15 26 (office hours) or sent an email to: customer_service@egencia.be .
2. Sign in (top right corner on the welcome page)
3. Enter your email address (the one you have provided in your registration form):
Password is: **EPF*2017**
For security reasons you will be asked to modify your password during your first connection.
4. **Please check your profile before booking your ticket.**
5. You will then access our travel agency online platform. Please make your travel booking,
6. **No need to book the hotel, this is directly done by EPF.**
7. Budget and costing codes are pre-filled.
8. EPF will approve the booking
9. A confirmation will be sent and you will receive your e-ticket.

6.3 CONVERSION RATE:

Any expenses made in another currency than Euro must 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

6.4 SUBMISSION

Reimbursement form will be submitted by the claimant only after the conference.

Please return the enclosed EPF reimbursement form duly filled only after the seminar. All expenses must be justified **by original receipts/invoices**.

Each receipt/invoice will be listed with a number as a reference. Those are already pre-listed in the form. Please mention that number on the appropriate receipt/invoice.

For all expenses beyond or out of this policy please attach EPF written approval to the reimbursement form. Without EPF approval your extra expenses will not be reimbursed.

We trust our participants managing their expenses wisely as by a responsible person.

Deadline for submission: 17 November 2017
After that date EPF will not process any reimbursements

Dully filled form will be returned to the attention of **Anna Trzcińska** at the following address:

European Patients' Forum
Chaussée d'Etterbeek, 180
1040 – Brussels, Belgium

6.5 TO BE ATTACHED TO THE FORM

- Original receipt for the purchase of flight or train ticket (if not purchase directly by EPF)
- Secretariat approval
- Original receipts
- Boarding Pass

Don't forget to sign the claim

7 Any questions?

Don't hesitate to contact EPF Events Officer, Anna Trzcińska, at anna.trzcinska@eu-patient.eu

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Anna Trzcińska
EPF Events Officer



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