

**IMPORTANT**  
**“Accommodation and travel policy”**

**1. Costs for Accommodation**

Accommodation costs will be covered in the context of this project for representatives of the 28-member states + candidate countries. Unless communicated in the invitation, representatives from Lichtenstein and Norway are welcome to attend but at their own cost.

You are required to book your hotel room by yourself. **Accommodation costs will be refunded after the event** upon receipt of an invoice. Whether or not you choose to book a room in the hotel suggested, the refund will be for a maximum of **140 euros per night for a maximum of 2 nights**.

**Should you book a room and fail to turn up, this “NO SHOW” cost will be invoiced to your organisation.**

All extras and personal expenses are payable by participants and will not be covered.

**2. Travel costs**

Please make your own reservation.

The following measures are essential in order to qualify for reimbursement by the European Commission in the context of activities it co-funds.

We regularly receive comments from the European Commission about flight costs that are too high, notably "full economy" flights. Participants are therefore requested to buy their tickets as soon as possible in order to benefit from the best price possible. The purchase should be made within a reasonable time following the announcement of the event. If this is not the case, we will only reimburse the average cost of economy class flights, (insofar as the transport budgets of activities financed by the European Commission are concerned). Business or first-class plane tickets will be refunded on the same basis. If a fare costs more than €450, please contact the assistant in charge of the event before booking your ticket.

Ticket costs will be reimbursed to the participant's bank account after the conference and after the reimbursement form together with the originals of the following documents have been received by post (\*):

- In case of air travel: all boarding passes (outward and return journeys for each part of the trip).
- In case of train travel: the outward and return journey train e-ticket (on the basis of a 1st class train fare);
- The invoices for the outward and return journeys, showing the costs of the ticket and order date.

Travel expenses by car will be refunded on the basis of a first-class train fare. In order to be refunded, please:

- indicate the towns of departure and arrival and the price of a first class train rate;
- attach to the reimbursement form the information obtained via Internet or by your travel agency (\*).

**(\*) Without these documents, we will not be able to reimburse your travel costs.**

**Taxis and parking costs are not reimbursed. Please note that meals can't be covered as we provide a lunch and a dinner.**