Integrated Projects of the EU Social Dialogue

Claim for Travel and Subsistence Costs

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| **SCONFERENCE “PROMOTING AND REINFORCING THE EU SOCIAL DIALOGUE”**  **6 February 2019**  Thon Hôtel - Rue de la Loi 75, 1040 Brussels, Belgium |
| **TO BE PRINTED AND RETURNED by regular mail by 6th March 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)

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| **REIMBURSEMENT OF TRAVEL COSTS** | | | | | | |
| **MEANS OF TRAVEL** | | **PLACE OF ORIGIN :** |  | | | |
| *please tick as appropriate* | | | | | | |
| **By plane** | **Price of airfare (local currency)\*:** | | |  | | |
| **By train** | **Price of ticket (local currency)\*:** | | |  | | |
| **By car, only if the distance is more than 30km\*\*** | | | | **Total km:** | **Departure address:** | **Arrival address:** |
| **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/inforeuro/index\_en.cfm*](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)

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| **REIMBURSEMENT OF ACCOMODATION AND SUBSISTENCE COSTS** | |
| An accommodation and subsistence allowance of 140 euros for one day/one night, will be paid to participants to cover their hotel costs (single room only). Breakfast is included with the bedroom, a welcome coffee, two coffee breaks and a lunch will be provided. | |
| **I spent one night in Brussels (Please tick as appropriate):** | **Yes**  **No** |

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

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| **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\*:

**Booking and reimbursement rules**

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| **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** and if the distance to be covered is more than 30km: the cost of the journey is considered as a travel cost and can be reimbursed. Please send us an itinerary route (obtained via Internet or by your travel agency) with all details on the distance covered and/or the price of a similar first-class train ticket – for more details, please see the reimbursement rules document.

Do not forget to inform us in advance.

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| **Accommodation and Subsistence costs** |

If your real expenses exceed the authorized 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.

**For any questions**, do not hesitate to contact Ms Alexandra Luchie: [l.luchie@businesseurope.eu](mailto: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.