

“ACCOMMODATION AND TRAVEL POLICY”

Platform Reps Project – Platfor(u)m

28 – 29 September 2023 – Madrid
Venue TBC

1. Accommodation costs

Hotel rooms have been pre-booked for participants at the Platfor(u)m. Each delegation is invited to write to Cecilia Lazzaroni (clazzaroni@etuc.org) to inform her of the following:

- how many rooms the delegation will need, and
- the exact number of nights per member of the delegation.

The project will cover a maximum of two nights hotel accommodation, including breakfast.

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

2. Travel costs

Please make your own reservation. Travel costs cannot exceed €250. If a fare costs more than €250, participants are invited to contact Cecilia Lazzaroni (clazzaroni@etuc.org) before booking their tickets. The following measures are essential in order to qualify for reimbursement by the European Commission in the context of activities its co-funds. **Participants are 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, ETUC will only reimburse the average cost of economy class flights, (insofar as the transport budgets of activities financed by the European Commission are concerned).

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

- The **reimbursement form** signed by the participant
- To claim for reimbursement of **flight costs** the following documents will be required:
 - all boarding passes (outward and return journeys for each part of the trip)
 - payment proof for the flight tickets (or invoice from the travel agency)
- To claim for reimbursement of **train or bus costs** the following documents will be required:
 - the outward and return journey bus or train e-ticket
 - payment proof of the purchase (or invoice from the travel agency)
- To claim for reimbursement of **car travel**: travel by car will be reimbursed on the basis of a first-class train fare from the city of departure to Madrid central station and back. A copy of the information obtained via internet or via a travel agency is to be provided.



- Note: In case several participants share a car, only one person will be entitled to the reimbursement of the travel costs.

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 (*).

Taxis and parking costs are NOT reimbursed.

(*) Without these documents or in case of no show, ETUC will not be able to reimburse your travel costs.

Other relevant information:

- **Transfer from and to the airport/railway station to the hotel and event venue:** Participants will need to organize their transfer from and to the airport/railway station.
- **Meals:** catering is foreseen during the event and includes coffee breaks and lunch. Other meals are not reimbursed.
- **Daily allowance:** In line with the EC rules, you will receive an allowance of 46,2 EUR for meals and local transport.

