

“Accommodation and travel policy”

1. Costs for Accommodation

Accommodation costs (room and meals organised by the ETUC) will be covered by the ETUC 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 directly with the arranged hotel. **Accommodation costs will be refunded after the event** upon receipt of an invoice. Whether or not you choose to book a room in the place suggested by the ETUC, the refund will be for a maximum amount equivalent to the price negotiated – this price of 50 €.

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.

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

The ETUC regularly receives 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, the 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). 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 or 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, the ETUC will not be able to reimburse your travel costs.

Taxis and parking costs are not reimbursed



