

E.U. Rules for Travel and subsistence claims

- Travel and insurance costs are based on the actual costs incurred.
- The most economical fares must be used. Several travel agencies or a variety of websites should be used to find the best possible price. Only economy class tickets are accepted.
- In case of travel by car, you will receive a compensation of €0,19 per kilometre. You can fill in the kilometres and costs to the expense claim form for travel and subsistence costs.
- Please attach original receipts with tape or glue on a A4 paper. A4 forms will be scanned: only glued/taped receipts are accepted! No envelopes with loose tickets/receipts please! In case the backside of a ticket is important: please copy and glue/tape this as well.
- On this A4 paper, write a number next to each receipt (1,2,3...) and fill in these numbers in the column 'number' in the table 'travel costs'.
- If the costs are not in euro's, attach the exchange rate verification using [inforeuro!](#)
- Don't forget to sign the form! (signature of the claimant)
- Write your emailaddress so you can be contacted if there are any questions

If any delegate is unable to attend once the bookings have been made then they are liable for all costs in this event we will attempt to minimise any costs.

Receipts for **all** items claimed must be provided with the claim. Proofs of travel are also required, e.g. boarding cards from flights.

No Receipt = no payment