RULES FOR REIMBURSEMENT OF TRAVEL AND ACCOMMODATION EXPENSES

1. You need to provide the following documents:

- ✓ **The Reimbursement Request Form filled in, dated and signed**,
- ✓ **The Financial Identification Form filled in, dated and signed** (This is ONLY necessary to fill in ONCE - the first time you request reimbursement from the Parliament),
- ✓ Travel documents:
  > **for flights**: Invoice of paid expenses, or flight reservation. The documents must contain: the name of the passenger, the price of the ticket, the ticket class and the date(s) of travel.
  > **for travel by train, bus**: tickets. The documents must contain: the name of the passenger, the price of the ticket, the ticket class and the date(s) of travel.
  > **for travel with private vehicle**: the hotel bill. The bill must contain: name of the passenger, arrival date and departure date.

2. Reimbursement rates and conditions:

- **Accommodation:**
  - ✓ Lump sum rate of 180€/night
- **Travel expenses of booked and paid transport tickets (including possible cancellation insurance):**
  - ✓ **Train:** 2nd class ticket (1st class ONLY if cheaper, please provide screenshot with the price comparison);
  - ✓ **Flight:** economy class (or cheaper, please provide screenshot with the price comparison) for one-way trip of more than 450 km;
  - ✓ **Private vehicle:** 0,32€/km the most direct route (www.viamichelin.com), max 450 km per one-way trip. In case of car sharing, only one owner/driver of the car is reimbursed.
  - ✓ **Travel to/from the airport:** Public transportation expenses between the airport and the place of the event (return trip) are also covered.
- **In case of cancellations/force majeure:**
  - ✓ Notify your contact person in the European Parliament as soon as possible,
  - ✓ Find the most suitable arrangement to minimise costs,
  - ✓ Claims for reimbursement must include all supporting documents + justification (describe problem, cancellation policy, exchange of notification to EP contact person + cancellation of reservation),
  - ✓ Cheap tickets without cancellation rights will be reimbursed - if found justified,
  - ✓ If stranded in the location, reimbursement of the extra night(s) will be verified on an individual basis and upon presentation of the hotel bill,
  - ✓ Please include a cancellation insurance when you book your ticket.
- **Presence list:**
  - ✓ For a Plenary session, **please sign the presence list once,**
  - ✓ For a Seminar/Committee meeting, **please sign the presence list every day of the event.**

In order to process the payments as efficiently as possible, requests for reimbursement together with all necessary documents MUST BE HANDED IN at the REIMBURSEMENT DESK.

ALL the necessary documents must be provided within 60 days after the end of the event.

For any further information on your reimbursement, please contact
Media-Reimbursement@ep.europa.eu