

## RULES FOR REIMBURSEMENT OF TRAVEL AND ACCOMODATION EXPENSES

- **Reimbursement - Please note that reimbursement is by bank transfer ONLY, NO CASH payment.**
- **The requests shall be sent to [Media-Reimbursement@ep.europa.eu](mailto:Media-Reimbursement@ep.europa.eu).**

### **Please provide the necessary supporting documents:**

- ✓ The Reimbursement request form filled in and signed,
- ✓ The invitation letter,
- ✓ A copy of the ID Card, Passport, Press card or European Parliament accreditation badge,
- ✓ The Financial identification form filled in and signed (for details see the form enclosed, this is NOT necessary if you have already filled in this form once),
- ✓ Travel documents: invoice or tickets of paid travel expenses and for flights the flight itinerary; for travel with private vehicle, provide the hotel bill,  
When providing the supporting documents:
  - > **after the event - please include the boarding cards (printout) and/or tickets**

### **Reimbursement rates and conditions:**

- **Accommodation:**
  - ✓ Flat rate of 180€/night (maximum 3 nights in Strasbourg, 1 or 2 nights in Brussels)
  - ✓ Students of journalism - 90€/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),
  - ✓ Flight: economy class (or cheaper, please provide screenshot) for one-way trip of more than 450 km,
  - ✓ Private vehicle: 0,32€/km most direct route ([www.viamichelin.com](http://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 in the country where you have your professional activity (train, bus, metro etc.) - local transport in Brussels/Strasbourg is not reimbursed (train, bus, metro, taxi etc.),
  - ✓ Travel one day outside the beginning or the end of the event is reimbursed by 100 %,
  - ✓ Travel for longer stays outside the date of the event is reimbursed by 50 %,
  - ✓ Travel from/to other than the country where you have your professional activity - the real ticket cost is reimbursed with a ceiling of 200€ per one-way trip.
- **In case of cancellations/force majeure:**
  - ✓ Notify the 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,
- ✓ It is recommended to include a cancellation insurance.

- **Presence list:**

- ✓ For Plenary session, please sign the presence list,
- ✓ For Seminar/Committee meeting, please sign the presence list in the meeting room every day of the event.

In order for your request to be treated as soon as possible, please ensure that you provide all the supporting documents. You can contact [Media-Reimbursement@ep.europa.eu](mailto:Media-Reimbursement@ep.europa.eu) for any further information concerning reimbursements.