

Factsheet on refunding travel costs

EUROPEANS FOR PEACE Youth Conference
November 7-11, 2019

<https://www.youforpeace.org>



In principle, strict compliance with the travel cost regulations is necessary for reasons of fairness towards all participants. We reimburse the travel expenses according to fixed lump sums for the round trip.

National and International Travel Expenses

The lump sums depend on the distance of your city of residence to Berlin and return. This means that the lump sums for participants, e.g. from Germany will be relatively lower than for persons from Israel. If your tickets cost more than the lump sums, you will have to pay the difference.

- Berlin/Brandenburg up to 30 EUR
- other places in Germany up to 100 EUR
- Croatia, Czech Republic, Hungary, Poland, Slovakia, Slovenia up to 104 EUR
- Estonia, Latvia, Lithuania, Romania up to 156 EUR
- Belarus, Bulgaria, Greece, Montenegro, Russia I (Kaliningrad region, Moscow, Sankt Petersburg), Serbia up to 208 EUR
- Albania, Bosnia & Herzegovina, Kosovo, Macedonia, Republic of Moldova, Ukraine up to 260 EUR
- Armenia, Georgia, Russia II (Perm, Omsk) up to 360 EUR
- Israel up to 364 EUR
- Azerbaijan, Kazakhstan, Kyrgyzstan up to 550 EUR

We would like to ask you to book your own tickets for your arrival and departure. In the Single Euro Payment Area ([SEPA-countries](#)), travel expenses will be reimbursed by bank transfer. Persons residing outside the Single Euro Payment Area (Non-SEPA-countries) will receive their travel expenses in cash (Euro) on the spot.

The costs for issuing visa (if necessary) and public transports in your home town and Berlin should be included in the lump sums mentioned above. If possible, we encourage you to use the train or public busses for environmental reasons. Please keep all original vouchers (tickets, boarding cards, invoices etc.) until you have received your refund.

Cancellation / Non-appearance at the event

We do not reimburse travel expenses in the event of non-appearance or illness. Please check the terms and conditions of your Airline / Railway company. Participation in the entire programme is obligatory. A signature is required at the check-in at the foundation.

Instructions for reimbursement

Arrival is possible from Wednesday, November 5. The last day on which we refund the costs for the return journey is Wednesday November 13, 2019. We don't reimburse costs for extra overnight stays than the four nights at our venue.

Please print out and stick all tickets and vouchers on separate white A4 sheets and submit it together with the travel expense form. We will provide glue and paper on the spot. If possible please do not use mobile phone tickets, but print out the online tickets and have them stamped by the conductor.

We only reimburse the lump sums from your country of residence as indicated in the database to Berlin and back to your place of residence. Travel expenses cannot be reimbursed without proof of the costs incurred or in the event of late submission. The completed travel expense accounting should be submitted at the conference venue or to the EVZ Foundation until four weeks after the conference (until **December 9, 2019**).

For any questions we also offer a travel cost consultation session to clarify last questions about your travel expenses.

Checklist

- completed and signed travel expenses form
- Original tickets glued on a white A4 page

The documents are to be sent by post or given in person on the spot to:

Stiftung EVZ
Pavel Baravik
Friedrichstraße 200
10117 Berlin

The guidelines for travel expenses accounting are bound to the funding guidelines of the German Federal Travel Expenses Act. If you are unsure at any point or have any questions in advance, please contact us and we will try to clarify them.

Contact person

Pavel Baravik (project coordinator)

E-mail: youforpeace@stiftung-evz.de