

Factsheet on refunding travel costs

EUROPEANS FOR PEACE Youth Conference
November 9-12, 2018

<https://www.youforpeace.org>



In principle, strict compliance with the travel cost regulations is necessary for reasons of fairness towards all participants. We will reimburse the travel costs for the round trip of all participants.

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 can be reimbursed by bank transfer. For participants from Israel, Russia, Belarus, Ukraine, Macedonia and Georgia we would like to arrange the travel booking for you – we will contact you if this is the case.

International Travel Expenses

Arrivals by plane can be billed. However, they must be agreed in advance with the organiser and approved by him.

Travelling in Germany

For travelling in Germany only costs for travelling by train (second-class) can be reimbursed. In case of a common arrival/departure with a ticket, the names of all traveling persons must be noted on it, so that the ticket can be billed. Please do not use mobile phone tickets, but print out the on-line tickets and have them stamped by the conductor.

Travelling by plane or car (0,20 euros per kilometer / max. 130 euros for outward and return journey) can only be reimbursed if these costs are cheaper than traveling by train or if no other traveling routes are available. A trip with the carpool is only possible if you submit a receipt signed by the driver as proof.

Costs for rental cars and taxi rides cannot be charged.

The costs for public transport in Berlin are only covered in connection with arrival and departure. This means you can pay a maximum of 2x3,40€ (6,80€ in total) for your AB-tickets. Status: Price of the BVG tariff products April 2018.

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 check-in at the foundation.

Instructions for reimbursement

Arrival is possible from Wednesday, November 7. The last day on which we refund the costs for the return journey is November 14, 2018.

The completed travel expense accounting should be submitted at the seminar venue or to the EVZ Foundation until four weeks after the conference (until December 10, 2018). Please keep all original vouchers (tickets, boarding cards, invoices etc).

If you need to exchange money in order to purchase tickets, please also keep the vouchers documenting the exchange rate of your exchange. Travel expenses cannot be reimbursed without proof of the costs incurred or in the event of late submission.

Travel expenses will be reimbursed by post after submission of the original tickets including the completed and signed travel expenses form. Please stick the return tickets on a separate white A4 sheet and submit it together with the travel expense form.

We only reimburse the costs from your place 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.

Note: Please make copies of all receipts before sending, if they are lost, you have proof in your hindquarters.

Checklist

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

The documents are to be sent by post 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)

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