Rules for Reimbursement of Travel Expenses from FEPS

In order to make a refund, a reimbursement form must be fully completed with all the required details**. When possible, we ask you to fill out the form on a computer to avoid mistakes and make it much easier to read.**

FEPS must receive all the necessary documents, correctly completed within one month of the event, otherwise the reimbursement will not be made.

All expenses must be justified by **ALL** the following documents **ALTOGETHER IN ONE FILE** in order to receive the reimbursement:

1. Fully completed Reimbursement Form,
2. Original boarding passes or validated train ticket
3. Original tickets or electronic tickets where no other option.
4. Original bills, tickets, receipts etc, clearly showing the expense, the amount and the currency.

IF FEPS buys you a ticket for travel in advance, you must nevertheless send the original boarding passes or validated train tickets in the post.

If FEPS buys you a ticket in advance, and receives no boarding passes one month after you have returned from the event, you will be invoiced by FEPS for the travel costs.

**If you are booking your own travel, please note that FEPS will only cover economy flights and 2nd class train tickets and only hand-luggage will be reimbursed.**

FEPS expects the participant to attend the full programme of the activity for which the travel and accommodation costs are being covered. Any possible difficulties should be notified in advance.

For sending original documents, please send them to the usual address:

FEPS

Avenue des Arts, 46

B-1000 Brussels, Belgium

Please find the reimbursement form below.

Thank you for your cooperation and comprehension.

**Reimbursement Details**

Event:

Date:

|  |  |
| --- | --- |
| Name & Surname  *Prénom & Nom* |  |
| Mobile Phone  *Téléphone portable* |  |
| Address  *Adresse* |  |
| Name & Address of the Bank  *Nom et adresse de la banque* |  |
| IBAN  (international Bank account number) |  |
| SWIFT /*BIC* |  |
| Details of travel expenses (in €) to be reimbursed  *Détails de voyage (en €) à rembourser* |  |
| Total: |  |

Date & signature: