Rules for Reimbursement of Travel Expenses from FEPS

In order to receive a refund, the **reimbursement form** must be fully completed with all the required details and signed.

FEPS must receive all necessary documents per email, correctly completed, **within one month** of the event.

All expenses must be justified by the **following documents** altogether in one PDF file to receive the reimbursement:  
  
1. Fully completed and signed Reimbursement Form  
2. Boarding passes, validated train or flight tickets  
3. Original bills, tickets, or receipts clearly showing the expenses, the amount and the currency.

Eligible costs are:

* Public transport
* Taxi before 08:00 or after 20:00, or for participants with special needs, in which case please contact the FEPS team

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

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.

Thank you for your cooperation and comprehension.

**Reimbursement Details**

|  |  |
| --- | --- |
| Event Name: |  |
| Date of the Event: |  |
| Name & Surname |  |
| Mobile Phone |  |
| Address |  |
| Name & Address of the Bank |  |
| IBAN |  |
| SWIFT /*BIC* |  |
| Details of travel expenses (in €) to be reimbursed |  |
| Total: |  |
| Date & Signature |  |

***IMPORTANT: To process the reimbursement, all fields must be filled in   
correctly and the form must be signed.***