

## Accommodation cost reimbursement form

*Original receipts only please*



**Deadline for submission of claim to ERA: 27.12.2019**

Seminar title					
Event number		Date/Place			
First name					
Surname					
Institution					
Address					
Postal code		City		Country	
Telephone				Email	

### ACCOUNT INFORMATION

IBAN	
BIC/SWIFT	
Bank	
Address of the bank	
Account holder	
Address of the Account holder	

Participation as	Speaker	Delegate
		Amount in €
Hotel (max. €50,00X1night)	—	
<b>Total expenses</b>	—	

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Place, Date		Signature	
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**To be completed by ERA!**

*ERA Ledger Entry*

*Approved*

	Date	
	Signature	



Postal address: ERA - Susanne Schuckart - Metzger Allee 4 - 54295 Trier - Germany

## **INFORMATION ON THE REIMBURSEMENT OF TRAVEL EXPENSES AT ERA SEMINARS**

Reimbursement can only be claimed for journeys directly related to the seminar / project activities and made by persons directly involved in or contracted for such activities. You are requested to make every effort to use the most economic means of transport and to book the most favourable tickets available. The place of employment is in general considered as point of departure and end destination of the journey.

Expenditure will be reimbursed to a max. of xxx euros after the seminar (incl. transport to and from the airport as well as local transport if applicable), and subject to furnishing ERA with the originals of your travel documents. No costs (e.g. cancellation costs or no show) will be reimbursed if your participation has been cancelled or you have been unable to attend for whatever reason. Expenditure for a travel cancellation insurance might be reimbursable.

ERA will only reimburse your travel costs if we receive the completed forms and the original tickets before the deadline indicated has passed. For accounting reasons we cannot accept any reimbursement requests after the deadline. Please note that it is obligatory to sign the attendance list on each day of the seminar.

### **Travel by air**

For air travel only the most economical fare is accepted. Please note that reimbursement of your air travel costs will only be possible if we receive the original flight ticket(s) and invoice as well as your boarding passes!

### **Travel by train**

For travel by rail first class fares are accepted. Please note that a reimbursement of your train travel costs will only be possible if we receive the original train ticket(s) as well the invoice or proof of payment.

### **Travel by car**

If you decide to travel by car (private or company vehicle) travel costs will only be refunded on the basis of the corresponding best-rate rail fare. Please note that the price of one journey only will be reimbursed, even when several people are travelling in the same car. Reimbursement will only be possible on the basis of written evidence of the corresponding rail fare at the time of travel which should be given to ERA with the reimbursement claim.

### **Other travel costs**

Whenever possible, public transport (eg bus, underground, tram) is to be used. Costs of public transport will be reimbursed on the basis of the original tickets. Taxi costs can only be reimbursed in exceptional cases and has to be justified in written. Receipts, invoices and other supporting documents must be legible and completely filled in, indicating destination, date and price.  
Please consult the registration form of your seminar for further details or specific conditions applicable to the reimbursement of your travel costs.

### **Accommodation costs and the 100-km rule**

If the place of employment/residence is within 100 km from the venue of the seminar, hotel accommodation will not be accepted and no costs for overnight stays will be reimbursed!

Please note that in the event of cancellations or failure to attend ERA will charge for the costs arising as a result thereof, e.g. for any hotel and/or travel arrangements made.