**RULES FOR REIMBURSEMENT**

**General Principles**

1. Reimbursement will only be made using the reimbursement form, accompanied by original receipts.
2. Reimbursement will only be made to members of organisations which have paid their dues.
3. In all circumstances costs arising from a failure to cancel a booking at a hotel have to be paid by the individuals concerned or by their organisation

**EI Pan-European Conference / ETUCE General Assembly**

Members of the Pan-European Committee and Assisted Delegates will be reimbursed as follows:

* + flight tickets: up to the rates indicated in the list available on the website;
  + train: 2nd class fare;
  + car: 0,3026 € per km, by prior agreement with the secretariat only and up to the indicated flight rates;
  + from or to the airport or train station by public transport (metro, tram, bus);
  + If it is necessary, because of the timetable for the meeting or flight arrangements, the cost of hotel accommodation just before or after the meeting may be covered after prior arrangement with the secretariat.

**REIMBURSEMENT FORM : FORMULAIRE DE REMBOURSEMENT**

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|  |
| *Nom/Name :*  Click here to enter text.  *Prénom / Given name :* Click here to enter text. |
| *Organisation:* Click here to enter text. |
| *Country / Pays :* Click here to enter text.  *Personal email/ email personnel :* Click here to enter text.  *Direct tel. :* Click here to enter text. |

**TRAVEL/VOYAGE :**

⮱ Airplane ticket/Ticket d’avion = Click here to enter text.

⮱ Train ticket / billet de train = Click here to enter text.

⮱ Car/Voiture (0, 3026 €) x Click here to enter text. km = Click here to enter text.

**TOTAL :** Click here to enter text. **:** = Click here to enter text.

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| BANQUE/BANK Nom Banque/Name Bank: Click here to enter text.  Adresse/Address: Click here to enter text.  Click here to enter text.  Titulaire du compte/Account holder: Click here to enter text.  IBAN (International Bank Account Number): Click here to enter text.  SWIFT/BIC (adresse électronique de la banque/Electronic Address of the Bank): Click here to enter text.  N° du compte/Account Number (if IBAN not available): Click here to enter text.  (Paiements en € avec SWIFT/BIC + IBAN: pas de charges bancaires pour le Bénéficiaire situé dans le SEPA /  Payments in € with SWIFT/BIC + IBAN: no Bank charges for the Beneficiary located in SEPA) |