**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

**ETUCE Conference**

Members of the ETUCE 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;
	+ transport from or to the airport in Budapest will be organised by the secretariat;
	+ 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.