

FH Europe Foundation Annual Network Meeting

Travel and reimbursement policy

Version: 2024.09.02

1. Support options

FH Europe Foundation will offer two different support options to attend the FH Europe Foundation Annual Network Meeting 2024 in person:

<i>Type of support</i>	<i>What does it cover</i>	<i>Who is eligible</i>
Fully supported	<p>Covers travel up to 500 € per person, 2-night+ single occupancy hotel accommodation and onsite meals* and official programme activities during the event.</p> <p>For participants coming from outside of Europe, a total of max 1000€ and extra night of accommodation can be covered.</p> <p>Onsite meals* and official programme activities during the event.</p>	<ul style="list-style-type: none"> - Invited Network member organizations' leaders or representatives - Invited Patient Ambassadors/representatives from different countries and disease areas - FHEF Board Members - Invited scientific, policy, and innovation advisory committee representatives - FHEF Team members - Invited speakers
Partially supported	<p>Onsite meals* and official programme activities during the event.</p>	<ul style="list-style-type: none"> - Invited Industry partners - Invited partner organization representatives - Invited representatives from the local environment in Vienna

**Includes HoFH, FCS friendly meals*

Online participation on Saturday and Sunday meetings is free.

2. Registration cancelation

If you have registered for the event but find that you are unable to attend, we kindly request that you notify our event coordination team as soon as possible. Cancellation notifications should be sent via email to spela@fheurope.org. Please include your full name, registration details, and the reason for your cancellation in the email.

3. Submitting Your Reimbursement Claim

Please send the properly filled-out **expense claim form** and copies of expense receipts **latest until 29 November 2024** to Spela Bovha on spela@fheurope.org. The reimbursement form must be submitted by the claimant after the event.

- Please use [the FH Europe Foundation travel reimbursement Form](#) to claim your expenses.
- Attach original itemised tickets, receipts, boarding passes, and vouchers. Keep copies for personal records.
- For anticipated expenses outside of this policy please contact the Project Manager (Špela Bovha spela@fheurope.org) to seek approval first, before the event.

a. Travel expenses eligible for reimbursement:

- Plane tickets (economy class)
- Train tickets (second class)
- Airport parking
- Public transport tickets (train, bus, metro, subway)
- Taxi (Uber, Bolt ...)
- Mileage at the rate of 0,21 EUR/KM. Provide departure city/address and distance driven, supported by a travel route planner (e.g., www.viamichelin.com, Google Maps). The flat rate includes all car-related costs (insurance, petrol, motorway fees, parking, etc.).

Local transport: Public transport is preferred. Taxi/Uber may be used when public transport is unavailable, or due to limited mobility, early/late flights.

b. Examples of expenses NOT eligible for reimbursement:

- Additional accommodation (double rate rooms, extra nights, premium rooms)
- Hotel bookings arranged in a different hotel without prior approval from FH Europe Foundation
- Mini bar, meals and beverages costs not included in the meeting package and arrangements.
- Insurance
- Toll payments
- Parking/speeding fines
- Changing seats/class upgrades

4. Timeline for Submission and Refunds

Properly filled-out forms and attached copies of receipts will be refunded within 10 working days after sending for reimbursement and the final approval.

Submission Deadline: Send the form to spela@fheurope.org **by 29 November 2024**, at the latest. After this date, FH Europe Foundation will not be able to process any reimbursements.

5. Required Attachments

Attach the following to the form:

- Original receipts for flight/train/metro/bus/subway tickets (if not purchased directly by FH Europe Foundation).
- Original invoices/receipts.
- Boarding passes/tickets (provide screenshots/pdf for electronic versions).
- Proof of distance if using a private car (e.g., Michelin route finder/Google Maps).
Written approval from FH Europe Foundation CE or event coordinator for expenses not typically covered.

6. Conversion Rate

Expenses in currencies other than Euro must be converted using the official European Commission website and the relevant month's conversion rate: [Conversion Calculator](#)

7. ADDITIONAL QUESTIONS AND INFORMATION

For other inquiries or more information, please contact Špela Bovha on spela@fheurope.org