

FH Europe Foundation Annual Network Meeting

Travel and reimbursement policy

1. ELIGIBILITY

FH Europe Foundation will offer three different sponsoring options for participants that will attend the 1st FH Europe Foundation Annual Network Meeting 2023 in person:

<i>Type of sponsorship</i>	<i>What does it cover</i>	<i>Who is eligible</i>
Fully sponsored	Covers travel up to 500 € per person, 2-night single occupancy hotel accommodation and onsite costs during the event.	<ul style="list-style-type: none"> - Network member organizations' leaders or representatives - Patient Ambassadors/representatives from different countries and disease areas - FHEF Board members - Scientific, policy, and innovation advisory committee representatives - FHEF Team members - Invited speaker
Partially sponsored	Onsite costs during the event	<ul style="list-style-type: none"> - Industry partners - Partner organization representatives - Representatives from the local environment in Amsterdam
Non-sponsored	All costs are covered by the individual.	<ul style="list-style-type: none"> - Spouses - Other family members - Other

Online participation on Saturday and Sunday meetings will be free.

2. IN-PERSON REGISTRATION

Includes:

- Hotel accommodation (2 nights, single occupancy, breakfast included),
- Onsite costs during the event (meeting meals and beverages*, onsite group transport, networking activities, event materials).

**Includes all meals adjusted for dietary requirements.*

Does NOT include:

- Additional accommodation (double rate rooms, extra nights, premium rooms)
- Hotel bookings arranged in a different hotel without prior approval from FH Europe Foundation
- Meals and beverages not included in the meeting package and arrangements.
- Mini bar purchases and other extra-cost hotel services

Please note that none of the listed things will be reimbursed without prior approval from FHEF.

*FH Europe Foundation will cover and arrange extra nights of accommodation in special cases and upon receiving justification.

Registration deadline

The registration deadline for the 1st FH Europe Foundation Annual Network Meeting is **6th October 2023 until end of the day**. Kindly ensure you complete your registration by this date to secure your spot at the event.

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. TRAVEL REIMBURSEMENT

Participants, eligible for the fully sponsored grant will be reimbursed **up to 500 EUR for out-of-pocket expenses**.

We are pleased to invite one (1) person from each Network Member organization (check the [list of official Network member organizations](#)), who will officially represent the respective patient organization, and whose participation costs will be covered by FH Europe Foundation. Please nominate your representative.

If your organization would like to send more participants, please note that this is possible up to the maximum venue capacity of 100 people. Travel costs for additional participants will be covered by your organization or the individual.

a. Conditions for claiming travel reimbursement:

Anyone who claims travel reimbursement should fulfil the following conditions without exceptions:

- Nominated representatives of FH Europe Foundation Network Member Organizations must provide written proof from their organisation that they have been nominated.
- Invited speakers, patients or others must have written proof of being invited to the event and approved travel costs reimbursement.
- Sending the properly filled-out expense claim form and attached copies of purchased tickets or receipts **latest until 30 November 2023**.

b. Travel expenses eligible for reimbursement up to a total of 500 EUR:

- Plane tickets
- 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.

c. Travel expenses NOT eligible for reimbursement:

- Toll payments
- Insurance
- Fuel (petrol/diesel/LPG/electric battery charges)
- Parking/speeding fines
- Changing seats/class upgrades
- Registered luggage (for trips 3 nights or shorter)
- Bookings arranged less than 10 working days before the event

We trust participants to manage their expenses wisely and responsibly.

4. SUBMITTING YOUR REIMBURSEMENT CLAIM

The reimbursement form must be submitted by the claimant after the event.

- Please [use the FH Europe Foundation Travel Expense Reimbursement Form](#) to claim your expenses.

- Attach original itemised tickets, receipts, boarding passes, and vouchers. Keep copies for personal records.
- Contact the meeting coordinator (spela@fheurope.org) before the event for expenses beyond this policy, and attach FH Europe Foundation's approval to the reimbursement form for these expenses.

5. TIMELINE FOR REFUNDS

Properly filled-out forms and attached copies of purchased tickets or receipts, sent to spela@fheurope.org, will be refunded within 5-10 working days.

Submission Deadline: Send the form to spela@fheurope.org, **by November 30, 2023**, at the latest. After this date, FH Europe Foundation will not process any reimbursements.

6. 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.

7. 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](#)

8. WHERE TO SEND THE REIMBURSEMENT FORM

Send the reimbursement form to FH Europe Foundation Annual Network Meeting cost coordinating email: spela@fheurope.org.

9. ADDITIONAL QUESTIONS AND INFORMATION

For inquiries or more information, contact FH Europe Foundation Projects Manager:

Phone: +386 (0) 31 703 580

Email: spela@fheurope.org