

# FHEF Annual Network Meeting

## Travel and reimbursement policy

Version: 2023.08.01

### 1. ELIGIBILITY

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

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

The 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 arrangements\*, onsite group transport, networking activities, event materials).

*Includes all meals that will be adjusted due to dietary requirements.*

**Does NOT include:**

- Additional accommodation (double rate rooms, extra nights, premium rooms)\*
- Hotel bookings arranged in a different hotel by the participant without prior FH Europe's Foundation approval;
- Meals and beverages that are not included in the meeting package and arrangements (e.g. extra lunch when lunch was offered during the conference);
- Mini bar purchases and other extra-cost hotel services.

Please note that any of the listed things will NOT be reimbursed, if not agreed and pre-approved by FHEF.

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

### **3. TRAVEL REIMBURSEMENT**

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

\*We are pleased to invite one (1) person from each Network Member organization (check the list of official Network member organizations <https://fheurope.org/who-we-are/network/>), who will officially represent the respective patient organization, and whose participation costs will be covered by FH Europe. So please nominate\* your representative!

If your organization would like to send more participants – please note this is possible until the reach of the maximum venue capacity, which is 100 people. Further, the travel costs for additional participants will be covered by your organization or the individual.

In case there are unused sponsored seats from any of the Network Member organizations, we will be happy to open them to other members.

**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 organization 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 that will be reimbursed in the total amount of 500 EUR:**

- Plane tickets
- Parking at the airport
- Public transport tickets (train, bus, metro, subway)
- Taxi/Uber
- Mileage in the amount of 0,22€/KM. Please indicate the departure city/ address and the number of kilometres you drove in the form. This should be supported by a travel route planner (e.g. [www.viamichelin.com](http://www.viamichelin.com), Google Maps). Please note that the flat rate of 0,22€/KM already includes all costs related to the use of the car (insurance, petrol, motorway fee, parking fees...).

FH Europe Foundation will only reimburse Economic class fares to the maximum of 500 € for flights inside Europe and up to 1500 € for flights outside Europe.

On the occasion that intercontinental flights need to be booked for participants (e.g. North America, Canada, Australia to/from Europe) the flight should be booked taking cost and comfort into consideration – one stop over maximum. However, if the flight costs more than 1500 €, it needs to be sent for approval to the FH Europe Foundation event coordinator beforehand.

**Local transport:** Use of public transport is preferred. Taxi(s)/Uber can be used if public transport is not available or in case of limited mobility or if flights depart early or arrive late.

**c. Travel expenses that will NOT be reimbursed:**

- Pay toll
- Insurance
- Fuel (petrol/ diesel/ LPG/ electric battery charges)
- Parking or Speeding fines
- Additional insurance;
- Changing seats/ upgrade in class;
- Registered luggage (if your trip is 3 nights or shorter);

- Wrapping luggage;
- Bookings arranged less than 10 working days before the event;

*We trust our participants to manage their expenses wisely and responsibly.*

#### 4. SUBMITTING YOUR REIMBURSEMENT CLAIM

The reimbursement form will be submitted by the claimant only after the event.

- Please use FH Europe Foundation reimbursement form to claim your expenses.
- You can download the form here: (link to file, uploaded on Sharepoint)
- All expenses have to be justified by original and itemised (listing the price for each item purchased) tickets or receipts. Each receipt will be numbered as a reference. Those are already pre-listed in the form. Please mention that number on the appropriate receipt.
- Please attach all original tickets, receipts, boarding passes and vouchers, and make a copy for your own records first.
- Please contact the meeting coordinator [spela@fheurope.org](mailto:spela@fheurope.org) before the event for all expenses beyond or out of this policy and attach the written correspondence to the reimbursement form. If you do not attach the FH Europe Foundation's approval, your extra expenses will not be reimbursed.

#### 5. WHEN WILL THE COSTS BE REFUNDED:

For all properly filled-out forms and attached copies of purchased tickets or receipts, sent to [events@mamarketing.si](mailto:events@mamarketing.si), the costs will be refunded in 3-5 working days after receipt.

**Deadline for submission:** The form has to be sent to [events@mamarketing.si](mailto:events@mamarketing.si), **until 30 November 2023 at the latest**. After that date, FH Europe Foundation will not process any reimbursement.

#### 6. WHAT SHOULD YOU ATTACH TO THE FORM?

- Original receipts for the purchase of flight or train tickets – e-mails, e-tickets etc (if not purchased directly by FH Europe Foundation);
- Original invoices/ receipts.
- Boarding passes/ tickets (if you have an electronic version, please attach the screenshot/forward the pdf) for planes, trains, buses, metro, boats, and coaches.
- If a private car was used the proof of distance (e.g., Michelin route finder/Google Maps).
- A written (email) approval from FH Europe Foundation CE or event coordinator –
- for expenses normally not covered.

## 7. CONVERSION RATE

Any expenses made in another currency than Euro have to be converted into Euro. The conversion must be calculated with the official European Commission website and the month in which the expenses were incurred should be used:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

## 8. WHERE SHOULD YOU SEND THE REIMBURSEMENT FORM TO?

FH Europe Foundation Annual Network meeting cost coordinator

Snežana Tumara: [events@mamarketing.si](mailto:events@mamarketing.si)

## 9. ADDITIONAL QUESTIONS AND INFORMATION:

For any query or for more information, please contact EPF Events Officer: Mobile phone number: +386 (0) 31 703 580

Email: [spela@fheurope.org](mailto:spela@fheurope.org)