

## POSITION

### on eligible costs during events organized by EHRA and reimbursement procedures

#### 1. Eligible costs.

##### **1.1. When organizing events, EHRA pays the following MANDATORY types of expenses:**

- economy class tickets to the venue of the event on the plane, train or bus. Arrival at the event is possible no earlier than on the eve of the event. Departure no later than the day after the end of the event.

If necessary (by separate written request), EHRA may consider a request for a later departure/early arrival. However, the decision is made provided that the cost of the ticket on dates different from the dates of the event is identical or less.

- accommodation expenses during the event. Arrival of participants - no earlier than 1 day before the start of the event, departure - the day after the end of the event. Additional days of stay (if necessary) are paid by the participants themselves.

- meals on event days. EHRA pays for three meals a day (breakfast, lunch and dinner) and 2 coffee breaks. Meals on the day of arrival and departure are paid based on the time of arrival/departure of the participant to/from the hotel (13:00-15:00 lunch, 18:00-21:00 dinner).

- substitution therapy (OST) for the days of the event (if necessary and upon request).

- transfer from the airport/station to the place of accommodation/event.

##### **1.2. In addition to the above costs, EHRA pays/compensates for the following types of SUPPLEMENTARY expenses (upon separate request/PRELIMINARY agreement with EHRA):**

- the cost of transfer to the airport at the place of residence is equivalent to 5 Euro or more. Expenses worth less than 5 Euro are not subject to compensation.

Restrictions: only public transportation. Compensation of taxi is possible at night from 10 pm to 7 am or in the absence of public transport to the airport/station.

- accommodation in case of transit lasting 12 hours or more.

- meals compensation during transit, lasting 12 hours or more. Compensation limits must be pre-agreed with EHRA and depend on the place of transit (country).

- expenses for obtaining a Schengen visa, namely:

- Consulate fee.
- Travel to another city or country to get a visa. Economy class tickets for a plane, train, bus, worth 10 Euro or more.
- Postage costs for sending documents to the Consulate for a visa.
- Living in another country while waiting for a visa. Only if the cost of living is cheaper than an additional flight.

**2. Obligatory conditions for payment/compensation of additional expenses.**

In its activities, EHRA tries to maximize the payment of expenses related to the event directly to the service provider, however, in some exceptional cases, EHRA may compensate for the relevant expenses of the event participants.

Additional expenses are compensated only on the basis of **originals** of primary documents: invoices, checks, contracts, etc.

Any requests for additional funding must be sent in writing to EHRA **no later than 5 working days** before the date of commencement of the event. If the request is received at a later date, EHRA cannot ensure its implementation.

**3. Cash/non-cash payments. Compensation currency.**

Reimbursement of expenses is carried out by bank transfer of funds to the participant's account in Euro.

Compensation of expenses in cash during an event is allowed and subject to prior approval by EHRA of expenses that are subject to compensation, no later than 5 days before the date of the event.

Reimbursement of expenses is made in national currency or in Euro, which is previously specified by EHRA.

**4. Unacceptable/non-reimbursable expenses.**

Unacceptable expenses are not paid or reimbursed by EHRA. Unacceptable costs include:

- additional service fee for obtaining a visa in addition to the Consulate fee.
- travel expenses in a city/country less than 10 euros.
- the cost of medical insurance.
- the cost of a ticket higher than the economy class.
- any expenses not confirmed by original documents.
- expenses paid by EHRA, but re-submitted by participant for compensation. For example, if EHRA paid for the transfer from the airport, but the participant did not use it, but ordered a new taxi.

**5. Confirmation of participation in the event.**

Fulfilling donor and audit requirements, EHRA is required to provide evidence of participation in the event. For such confirmation the following mandatory documents needed:

- originals/copies of boarding passes,
- list of participants of the event with signatures of participants for each day of the event.

**ATTENTION!** If a participant is present at half or fewer sessions of an event, all expenses incurred by the organizer must be compensated back to the organization by a participant.

**6. Other important terms.**

In case of non-standard/unplanned situations, in which a participant needs to pay unplanned expenses, or cannot find a driver at the airport, hotel, etc., a participant should **first** contact the event organizer/contact person specified in the logistic note. Otherwise, EHRA will not be able to compensate the unplanned expenses.