



Applica sprl
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REIMBURSEMENT OF TRAVEL EXPENSES

These reimbursement rules apply to the events organised in Brussels by Applica as part of projects for which Applica is the service provider contracted by the European Commission.

Participants coming from outside Brussels are entitled to travel reimbursement and those from outside Belgium to one night's accommodation as well. Travel expenses are reimbursed between the point of departure (the participant's place of origin) and the meeting place. Where, for any reason, this is not the case, the participant must inform the Secretariat before making the travel arrangements.

Participants must organise their travel on the basis of the most appropriate means of transport and try to benefit from the most economical travel rates.

TRAVEL ARRANGEMENTS

Travel by air

Flights shall be booked in economy class, on the basis of the most economical rate available, as follows: The flight ticket ordered shall be non-flexible unless the individual reasonably requires flexibility. In case a supplement has to be paid or a new ticket has to be bought because of a change of the meeting date, the supplement or the new ticket will be reimbursed.

If, exceptionally, for reasons beyond the control of the individual, seats have to be booked in business class or at a higher rate, the expert should inform the Secretariat before making the travel arrangements.

Travel by sea

A 1st class return ticket for a ferry will be reimbursed.

Travel by rail or car

The cost of a 1st class rail ticket will be reimbursed.

Where the expert chooses to use his/her own vehicle, the cost of travel will be reimbursed at the rate of EUR 0.22 per km. Persons using their own vehicle will remain fully liable for any accidents in which they may be involved during the trip.

Taxi fares shall not be reimbursed. On an exceptional basis, and in the case that no practical public transport is available, taxi fares may be reimbursed (upon receipt of the original taxi bill) for transfers between the point of origin and an airport.

ACCOMMODATION EXPENSES

One overnight stay prior to the meeting is allowed when the departure time from the airport, train station or ferry terminal closest to the participant's place of origin would have to be before 8h00.

One overnight stay after the meeting is allowed when the arrival time at the airport, train station or ferry terminal closest to the participant's place of origin would have to be after 22h00.

If an overnight stay is required, pre-paid accommodation will be made available. Individual reservations will not be reimbursed without prior agreement of the Secretariat.

Should the pre-paid hotel accommodation not be available or the participant is not able to make use of

this service due to justifiable circumstances, accommodation expenses will be reimbursed for the cost of a single room, up to a maximum limit, on presentation of the hotel invoice. The maximum amounts that may be reimbursed depend on the place of the meeting. The current maximum amount for Brussels is of 140 euros per night.

OTHER TRAVEL EXPENSES

A daily allowance of € 92.00 covering meals and local transport will be paid for participants with an overnight stay. If there is no overnight stay or if dinner is offered by the organiser, the amount will be reduced by 50%.

LAST MINUTE CANCELLATIONS

Should you need to cancel at the last minute your attendance at the event, please contact immediately the Secretariat by e-mail and/or phone and be sure that they are aware of the cancellation of your participation and confirm the reception of your message.

REIMBURSEMENT CLAIM

For the reimbursement of your travel costs, participants are required to send their main travel ticket, clearly indicating travel details and price to Applica within two weeks after the event. Participants must also indicate the bank account (account holder's name, IBAN and BIC) to which the payment should be made. All documents can be sent by email (electronic versions or scans) to this address: eventsecretariat@applica.be or by post (originals) to the following address:

Applica sprl
FAO: Event secretariat
37 Rue Van Campenhout
1000 Brussels, Belgium

Reimbursements shall be made in euros, where appropriate at the exchange rate applying on the day of the event.

Any further questions or requests can be addressed to the event secretariat at eventsecretariat@applica.be or +32 (0)2 736 1479