

# EUNET Integration Network Final Conference

St. Andreasberg, January (24<sup>th</sup>) 25<sup>th</sup> - 27<sup>th</sup> 2008

## Travel costs

To get reimbursement for your travel costs we kindly ask you to fill out the **form** (see project website ([www.eUNET-integration.eu](http://www.eUNET-integration.eu)) for download) "**Document/Format for travel cost reimbursement**" (INTI Travel cost(conferences).dot) **on your** computer (see below) and send the print out of this form, together with **all original proof by mail** to the following address:

EUNET e.V.  
Weberstrasse 118  
D-53113 Bonn  
Germany

**by 05.02.2008** (date of postmark) **the latest.**

## Rules for travel costs reimbursement

- **It is required to use the cheapest means of travel, and to make every effort to use the most economic fare.**
- Use of a **private car** will be reimbursed with **0,22€** per kilometre (*regardless of the number of people travelling in the same vehicle*).
- **Second class train ticket**
- **Economy class air fare** (*please keep boarding cards and include them in your documents*)
- For **rental cars** (maximum category B or equivalent) or **taxis**: the actual cost where this is not excessive compared with other means of transportation. (*please include a written and signed comparison with other transportation in your documents*)
- **Parking fees** at railway station or airport **could not be reimbursed.**

Please take into consideration that **there won't be, under any circumstances, any reimbursement if:**

- you send the documents later than 05.02.2008 (due to the fact that the project is coming to an end there will be no exceptions)
- the "Travel costs" form is missing or not signed
- there is no original proof or only part of it
- you send the documents by fax or E-Mail
- the IBAN-Number and/or BIC-Code is missing

## How to use the file "INTI Travel costs(conferences).dot"

- Save the file to your desktop or in any folder of your hard drive
- Double click on the file name (*do not use "open file" in Microsoft word*)
- Fill in the requested information into the grey boxes (use the TAB-button to jump from box to box)
- The form is doing all the maths for you
- (Save and) print out the completed form and sign it