



CONDITIONS OF REIMBURSEMENT ESBN WORKSHOP ZAGREB

1. Any information requested must be written in capitals and every question answered.
2. Any vouchers and declarations must be attached to the reimbursement form.
3. **Travel Expenses**
 - 3.1 **Airplane** Air tickets will be reimbursed by the JRC (economy class) if the distance exceeds 400 Km or if the route includes a sea crossing. In the case of the use of an APEX ticket, a maximum of 2 days extra hotel accommodation will be paid. **Please attach the originals of the boarding passes and a copy of the ticket invoice to the reimbursement forms.**
 - 3.2 **Railway** First class tickets will be reimbursed by the JRC. If the journey includes more than 6 hours of night travel between 22.00 hours and 07.00 hours, a wagon-lit supplement (first class double type) will be included as well as an express train supplement.
 - 3.3 **Ship** Passenger tickets will be reimbursed by the JRC, but **not** tickets for cars.
 - 3.4 **Private car** Reimbursement of expenses will be based on the equivalent estimation of a first class return railway ticket leaving from the country of origin. If 2 or more experts travel in the same car, 150% of the first class rail fare will be reimbursed to the owner of the vehicle. **Please supply a travel agent's declaration of the cost of a first-class railway fare.**
 - 3.5 **Taxi** Expenses for taxis will not be reimbursed.
 - 3.6 **Rental Car** Expenses for Rental cars will not be reimbursed
 - 3.7 **Parking** Expenses for parking will not be reimbursed.
4. **Subsistence allowances**

No daily allowance shall be paid for the duration of this meeting. Expenses relating to hotel accommodation **only** and main meals (i.e. breakfast, lunch & dinner) will be paid by the JRC directly to the hotel / restaurant. **Any additional items** charged to the room (e.g. drinks, snacks, room service, telephone bills, movie rentals, etc.) **must be paid by the invited experts** on their departure from the hotel.
5. The Commission will not be responsible for any injury caused to or suffered by an invited expert during his travel to the meeting or during the meeting itself.
6. Any request for reimbursement of expenses must be agreed with the organizers prior to the meeting. Any reimbursement forms must be handed to the meeting secretary at the start of the session.