




## Reimbursement of travel and subsistence expenses<sup>1</sup> of speakers and moderators at European Youth Event (EYE2023)

TRAVEL EXPENSES <sup>2</sup>		
		
Second-class <sup>3</sup>	Economy-class	Mileage allowance
		$\leq 1.000 \text{ km} : \text{€ } 0,22/\text{km}$ $1.000 \text{ km} < X < 10.000 \text{ km} : \text{€ } 0,14/\text{km}$
	Only if distance by rail > 500 km	Shortest and most economical route
on presentation of tickets and/or invoice		
+ transport by <b>public transport</b> to/from train station/airport on presentation of a payment receipt <sup>4</sup>		In cases of car rental, please note that the rental cost will only be reimbursed if there were no alternative train options.

+

SUBSISTENCE EXPENSES (for two days) <sup>5</sup>	
No accommodation needed	Accommodation needed
€100	€360 <sup>6</sup>
	On presentation of a hotel bill



The amount should be reimbursed in euro by bank transfer.<sup>7</sup>

If the speaker incurs the expenses in a currency other than the euro, the amounts will be converted to euro based on [InforEuro](https://ec.europa.eu/economy_finance/inforeuro/), the European Commission's official monthly accounting rates. The applicable monthly rate is the month when the reimbursement is made, or, if it is advantageous to the speaker, the month when the expenses were incurred;

<sup>1</sup> For speakers booking their travel and/or accommodation via a Travel agency, please be aware that travel agency fees will not be reimbursed.

<sup>2</sup> For the purpose of reimbursing travel expenses, the place of departure and return should be in the EU. For speakers located outside the EU, **prior approval is required, so please validate places of departure and return before booking your travel.**

<sup>3</sup> Travelling by train in first class may be considered if cheaper. **In this case, prior approval is required, so please request it before booking your train.**

<sup>4</sup> Taxi costs will not be reimbursed, except if prior approval has been given. Therefore, please request it before booking a taxi.

<sup>5</sup> This is a flat rate. Please be aware that personal insurance is not provided (accident, medical or other) during EYE2021. Please make your own arrangements before travelling to EYE2021.

<sup>6</sup> This amount covers the cost of an accommodation for two nights, as speakers are invited to stay for the whole event. Should you not be able to attend the whole event and/or require an accommodation for one night only, this amount will be reduced to 180€.

<sup>7</sup> If the speaker incurs the expenses in a currency other than the euro, the amounts will be converted to euro based on [InforEuro](https://ec.europa.eu/economy_finance/inforeuro/), the European Commission's official monthly accounting rates. The applicable monthly rate is the month when the reimbursement is made, or, if it is advantageous to the speaker, the month when the expenses were incurred.