

## Basic Rules for Travel Reimbursement

**Anyone claiming travel expenses to WWP EN events must follow the subsequent rules:**

1. WWP EN only reimburses the costs (travel, accommodation, subsistence) for the *number of persons* that corresponds to the *number of votes* your organisation has with WWP EN (1 vote = 1 person's attendance reimbursed by WWP EN; 2 votes = 2 persons reimbursed, etc.)

If you are unsure about how many votes your organisation has, please contact us.

2. You can book your own flight ticket ONLY IF
  - you are from an EU country **and**
  - the costs of the flight ticket are below €290. If the price for your ticket is higher, please get in touch with us **before** buying a ticket, otherwise we will not reimburse the costs.
3. **Tickets from non-EU countries MUST be bought by WWP EN Staff.**
4. We will **ONLY** reimburse your flight **if you actually take the flight**. That means that if you cannot take your flight because:
  - you have gotten sick (e.g. COVID),
  - you have not applied for your visa in time, or it is rejected (if a visa is needed),
  - or any other reason for not getting on the plane,we will **not reimburse you**.
5. We therefore **highly recommend** that you pay for cancellation insurance and that this insurance also covers flight cancellation due to a COVID infection. We will not reimburse the costs of cancellation insurance or costs related to getting a visa.
6. **Flights** can only be taken for travel distances of **over 400 km**.
7. **Train** travel is always acceptable.
8. Travel by **car** can only be used in **exceptional circumstances**. If you think you have no other option, please **contact us** to discuss this before travelling.
9. **Taxi fares will not be reimbursed**.
10. If you live closer than **100 km** to the event, accommodation cannot be funded.
11. At meetings and conferences, please make sure you **sign the participant list** every day during the event.

## Required Travel Documentation

**WWP EN can only reimburse documented costs.**

WWP EN always needs the **invoices and travel documentation** (can be handed over to us directly at the event or sent to us digitally).

Travel tickets (airplane, train, bus, etc.):

- Used travel tickets, including boarding passes or stamped train/bus tickets, must be given to WWP EN staff.
- Amounts **under 5,-€ cannot be reimbursed.**

Invoices for flight or rail tickets:

- If bought via the internet, the confirmation email for the tickets **with the price** is acceptable.
- If no invoice is available (bus/train), WWP EN needs the **ticket** with the **price, date** and **stamp** (or another form of validation).
- All tickets must be bought from an EU country.
- **Tickets from non-EU countries MUST be bought by WWP EN Staff.**

To receive reimbursement, please approach Jeannette Bongé at the event. She will provide the reimbursement form, which needs to be completed and signed. Any missing documentation needs to be sent to us (can be sent digitally) within **3 weeks** after the last travel date.

If you have any questions, please do not hesitate to contact Jeannette Bongé: [jeannette.bonge@work-with-perpetrators.eu](mailto:jeannette.bonge@work-with-perpetrators.eu).

**If you do not follow the above travel reimbursement rules, we cannot guarantee that you will be refunded for your expenses.**