

## Basic Rules for Travel Reimbursement

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

1. WWP EN is able to reimburse travel costs up to 330€. **We will not be able to reimburse anything over 330€, even if your tickets cost more.**
2. Tickets from non-EU countries **MUST** be bought by the WWP EN Staff.
3. **Flights** can only be taken for travel distances of **over 400 km**.
4. **Train** travel is always acceptable.
5. Travel by **car** can only be used in **exceptional circumstances**. If you think you have no other option, please **contact the office** to discuss this before the travel.
6. **Taxi fares will not be reimbursed.**
7. If you live closer than **100 km** to the event, overnight accommodation cannot be funded.
8. At meetings and conferences, please make sure you **sign the participant list** every day during the event.

## Required Travel Documentation and Costs

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

WWP EN always needs the **original invoices and documents**.

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

- Travel tickets including boarding passes or stamped train/bus tickets need to be sent to WWP EN staff.
- If the flight ticket was bought via the internet, then electronic copies of boarding passes will be accepted.
- Boarding passes in paper form have to be submitted as **original** documents.
- Amounts **under 5,-€ cannot** be reimbursed.

Invoices for flight or rail tickets:

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



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To receive reimbursement, send the completed and signed form with all original documents within **3 weeks** after the last travel date

If you have any questions, please don't 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.**