

IFLRY Travel Refund Guidelines

Applicable to participants at IFLRY seminars

General Rules

- Participants must submit their estimated travel expenses to the IFLRY Secretariat (on the nomination form) for approval. These travel expenses are used for the calculation of the travel refund. Participants must inform the IFLRY Secretariat of any changes in the travel expenses for approval. Those participants who do not submit their travel expenses will **not** receive a travel refund.
- The amount of the travel refund for an event is decided by the Secretariat and the IFLRY Secretary General, and will be at a maximum of 75% of the travel expenses, depending on the actual costs compared to what would be expected as reasonable travel costs for the journey traveled.
- The amount given in travel refund can in no case exceed 900 euro per participant, no matter the total travel costs.
- In order to receive a travel refund, the participant must actively participate in at least 80% of the event. Whether a participant fulfills the 80% participation rule is subject to the judgment of the seminar team and/or the IFLRY Secretary General.
- Unless otherwise stated only one travel refund will be offered per member organisation. Additional participants eligibility for travel refund can only be granted in advanced in agreement with the IFLRY Secretary General.
- The rules apply equally to all member organisations. Non-member organisations are not eligible for travel refund unless otherwise agreed in advance with the IFLRY Secretary General.
- A Travel Refund Claim Form must be completed and submitted by the end of the event, along with copies of all tickets **and** receipts/invoices in order for the participant to receive the travel refund.
- The travel refund will only be paid out in cash to those participants who have requested and agreed about this with the IFLRY office before the start of the seminar.

Travel refunds are only offered for the **cheapest** possible means of transportation, according to the conditions listed:

Conditions

A. For participants traveling less than 500 km (one-way) or having the possibility to travel by night train, the following travel expenses are refunded:

- 2nd class train ticket (for night train, supplements, seat and couchette reservations)
- Ferry tickets
- Public transportation
- Airline ticket, if cheaper than traveling by train (to be approved by the Secretariat before purchase)

B. For participants traveling more than 500 km (one-way) or without having the possibility to travel by night train, the following travel expenses are refunded:

- Youth, student or APEX/PEX ticket, or any special cheaper fare
- Ferry tickets
- Public transportation

Participants are requested to check with a youth/student travel agency for the cheapest airfares as well as for special promotional deals.

C. Taxi

Costs of taxis are only refunded if no public transportation is available or for late night arrivals/departures (22:00 – 06:30).

D. Visa

Include any costs related to obtaining a visa in your pre-estimated travel expenses, as well as in your final Travel Refund Claim Form.

E. Car

A participant traveling by car will have the expenses refunded for petrol and potentially for the car rental, up to a maximum of what is stated in paragraphs A and B. For two or more participants traveling together, the total costs for petrol and car rental can be refunded, unless the costs exceed the total max specified in A and B.

F. Bank transfers

All travel refunds are transferred to the bank account of the participant or the member organization. For participants in countries where bank transfers are not possible, travel refunds can be paid in cash if so agreed with the IFLRY office prior to the event.

For bank transfers, participants should clearly indicate the name and address of the banking or postal establishment, the account number, the holder of the account as well as a pertinent banking reference. IMPORTANT: for participants inside the EU IFLRY requires the bank account's IBAN number and the BIC code in order to make the bank transfer of the travel refund.

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