

REIMBURSEMENT POLICY

Purpose

This policy outlines the guidelines and procedures for reimbursing expenses incurred by participants attending National Workshops within the EPIC11 project.

Scope

This policy applies to participants of the aforementioned event who have demonstrably participated by signing the attendance sheet.

Eligible Travel Expenses

- Public transportation: Reasonable expenses for second-class train or bus tickets directly related to attending the event.
- Car: A flat rate of 0.30 EUR/km will be reimbursed for distances **up to 200 km (one way)**. For longer distances, only the corresponding second-class train ticket will be reimbursed.
- Transportation costs from the airport to the hotel and from the hotel to the participant's home (or vice versa) will be reimbursed up to a maximum of €30 per trip, depending on the city and upon submission of receipts. Participants are encouraged to use public transport where feasible.

Approval Process

- Submission: Participants must submit the filled-out invoice template (Annex 1) along with a scan of tickets/mileage log and proof of payment (e.g., receipts, bank statements) within 90 days of returning from the event. Please exclusively use the following email -address for submission of your expenses: GFA-invoice@gfa-group.de. Invoices must be sent from a single email address that is clearly attributable to the expert.
- Review and Approval: The submitted invoice will be reviewed by the Finance Department of GFA Consulting Group GmbH, and upon approval, payment will be transferred to the participant's provided account.

Non-Reimbursable Expenses

- No reimbursement for flights. The event manager will arrange and directly pay flight tickets for participants who require air travel. Flight tickets purchased by participants themselves will not be reimbursed.
- Expenses not directly related to the event or deemed extravagant, unnecessary, or personal in nature will not be reimbursed. Examples include personal entertainment, and sightseeing expenses.
- Daily substance allowances will not be paid. During the event, full board will be provided.

Policy Enforcement

Non-compliance with this policy may result in denial of reimbursement.