RULES FOR TRAVEL REIMBURSEMENT

Being part of a project under the Erasmus+ programme you are entitled to receive travel reimbursement. To reimburse your travel costs organizations need to have documents proving your travel and the cost of it. When booking your travel itinerary to avoid difficulties with reimbursement procedure please follow these simple rules:

1. Book your tickets as much in advance as possible and not later than the set deadline;
2. Use the cheapest means of transportation available;
3. Choose the most direct route from your city of residence to the project venue;
4. Avoid taxi rides and petrol checks (if it's unavoidable – contact the hosting organization for confirmation first, failure to do so may result taxi rides and petrol checks not being reimbursed;
5. Do not purchase business class or 1st class ticket types;
6. Make sure to know the distance band for your travel (it might significantly change if you are flying from a different region than your sending organization is located in). If start of your journey/ return destination are different from the sending partner's location city/region, contact your hosting coordinator;
7. Have all your receipts & bookings in one place;
8. Do not generate mobile-only boarding passes but also make sure you have online ones;
9. Do not throw away/ loose your boarding passes;
10. Make sure not to exceed allowed extra days before/after the project;
11. Pictures, scans, print screens cannot be treated as original documents and will not be accepted;
12. If you arrive after the arrival day or depart earlier than the departure day the prepaid daily costs might be deducted from your reimbursement, contact hosting organization before buying your flights;
13. You will not be entitled to receive travel reimbursement if you participate in less than 80% of the sessions of the activity without an acceptable reason/ prior agreement with the coordinator.
14. You will not be entitled to receive travel reimbursement if you will not fulfil the dissemination conditions stated in the infopack/ agreed at the project.