Reimbursement Checklist

Youth Department activities with registration fees

**Please remember to purchase the return ticket!**

**To be reimbursed for return/round trip travel, round trip documents must be submitted.**

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| **Means of transport** | **Documents required** |
| Plane | Copy of paper ticket or e-ticket showing your name, the itinerary, the amount paid and the method of payment, If the amount was paid in cash or if no payment method was indicated on the e-ticket, please also provide the original invoice or forward the whole confirmation e-mail you received from the travel agency. |
| Train | Copy of e-ticket showing the itinerary and the price paid. If a paper ticket, an original for the incoming journey and a copy for the return journey. |
| Shuttle to and from the airport  (see link below for Lufthansa shuttle from Frankfurt to Strasbourg) | Copy of ticket with the name and payment details if purchased online. If you purchased the ticket directly from the driver then you should submit the original ticket. |
| Boat | Copy of the e-ticket showing the itinerary and price paid.  If a paper ticket, an original for the incoming journey and a copy for the return journey. |
| Bus/Tram/Subway | Original of the (used) one way ticket. Copy of the return or the round trip ticket. |
| Taxi  **Will only be reimbursed if travel is between 21h00 and 07h00** | Original receipt showing time of travel and the amount.  Please note that if you travel from the airport, you must take the train, (if available) to Strasbourg train station and then take the taxi or the tram from there. |
| Car  Kilometric allowance | Indicate departure and arrival point and times on reimbursement form. For distances >800km reimbursement will be based on the price of an economy class airfare. |

**Visas**

If you have had to pay for a visa, a photocopy of the visa page of the passport should be submitted in addition to the original receipt for the visa fee. Similarly, if you have had to buy insurance as a pre-requisite to being granted a visa, then you should submit a copy of the insurance policy and proof of purchase. If you have to travel to get the visa, the cost of the travel or agency fee can only be reimbursed if you have contacted the secretariat of the EYCS in advance and if it has been approved. Tickets and proof of purchase for that travel should be submitted and claimed on the form. In any other cases the travel for the visa or the agency fee will not be reimbursed.

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[Link to : How to find your way to the European Youth Centre in Strasbourg](https://www.coe.int/en/web/youth/eyc-strasbourg)

For detailed information on tram lines, shuttles etc. please consult the link above.

**Important reminders**

* Do not forget to indicate all costs claimed and date and sign the reimbursement form.
* Participants must attend at least 80% of the session to be reimbursed their travel expenses.
* The participation fee will be deducted from the travel expense reimbursement.
* If you do not have any travel expenses you must still complete the top part of the form, sign and date it and pay the enrolment fee to the Financial Unit.
* The travel costs should be indicated on the form in the CURRENCY THEY HAVE BEEN PAID – **DO NOT CONVERT INTO EUROS**.
* Do not staple or tape tickets to the form – please use a paper clip.
* Please remember to indicate on the form if payment is to be made by bank transfer or cash – do this by ticking one of the boxes provided.
* Write ‘team member’, ‘course director’ or ‘lecturer’ on the top of your reimbursement form if you hold any of these positions and request the course director indemnity or lecturer indemnity on the reimbursement form.
* If you have one invoice or one ticket for many people, please photocopy as many times as there are participants and attach a photocopy to each form, indicating the circumstances.