**Integrated Projects of the EU Social Dialogue**

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| Claim for Reimbursement |
| **Joint seminar on “*Promoting and reinforcing the EU social dialogue*”**  **16-17 December 2014**  **Royal Bristol Warsaw Hotel, Krakowskie Przedmieście 42/44 , 00-325 Warsaw, Poland** |

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| **TO BE PRINTED AND RETURNED to BUSINESSEUROPE by Friday 16 January 2015 at the latest** |
| **to: Ms Evelyne DENIS, BUSINESSEUROPE, Avenue de Cortenbergh 168, 1000 Brussels, Belgium**  *(*[*e.denis@businesseurope.eu*](mailto:e.denis@businesseurope.eu) *- Tel.: +32 2 237.65.32, Fax +32 2 231.14.45)* |

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| 1. **MEANS OF TRAVEL** | | | | |
| By plane | | Price of airfare (local currency): | |  |
| * *Invoice and original flights stubs required* | | | | |
| By train | | Price of ticket (local currency): | |  |
| By car (journeys under 30km are not eligible) | | | | |
| Place of origin: |  | | Total km: |  |

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| 1. **DAILY SUBSISTENCE ALLOWANCE *= € 130*** | |
| Please indicate the number of nights spent in Warsaw (max. 2): | 1 2 |

* All payments will be made by the organisers in Euro upon presentation of original receipts/invoices and according to the monthly accounting rate published on the European Commission website: <http://ec.europa.eu/budget/inforeuro/>

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| 1. **NAME, ADDRESS OF PARTICIPANT** | | | | | | |
| First name: | |  | | Family name: | |  |
| Organisation: | |  | | | | |
| Affiliated to which EU social partner? | | | ETUC BUSINESSEUROPE CEEP UEAPME | | | |
| Address: | |  | | | | |
|  | | | | | | |
| Tel.: |  | | E-mail: | |  | |

Place, date, signature of participant:

Bank details for reimbursement (\*all details must be filled in):

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| **Recipient’s bank details** | Branch Name*\**: |  |
| Branch address*\**: |  |
| IBAN\*: |  |
| SWIFT / BIC\*: |  |
| **Recipient** | Name of account holder*\**: |  |
| Address of account holder*\**: |  |

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| Please print and send together **by** **Friday 16 January 2015 at the latest**  **With airfare/train receipts, invoices and original boarding passes/tickets**  to: |
| **Ms Evelyne DENIS, BUSINESSEUROPE, Avenue de Cortenbergh 168, 1000 Brussels, Belgium**  *(*[*e.denis@businesseurope.eu*](mailto:e.denis@businesseurope.eu) *- Tel.: +32 2 237.65.32, Fax +32 2 231.14.45)* |

**Claim for Reimbursement Rules**

If your place of work and/or residence **is not in Warsaw**, you are eligible to claim for reimbursement of accommodation and/or travel costs that will be covered by the organisers. Budgetary provisions are available for social partner representatives from EU member states and candidate countries. To have your expenses reimbursed by BUSINESSEUROPE, please send the following documents by post:

* **This form, completed, dated and signed;**
* **The original boarding passes, travel tickets and receipts / invoices (photocopies will not be accepted);**
* **If you travel by car, you will need to provide a copy of ID card & car license plates;**
* **Please note that the daily subsistence allowance of € 130 (to cover accommodation and subsistence costs like public transport) is applicable for persons who require an overnight stay. For example, if the meeting takes place during two days and that participation requires two overnight stays, the participant will receive a lump sum of € 130 x 2 = € 260 (on the basis of justifications).**

If you travelled by plane, do not forget to enclose **all original boarding passes**. BUSINESSEUROPE will only reimburse travel if these are duly provided. Flights are to be booked by participants and will be refunded after the seminar on the basis of economy rates.

* **If economy flights exceed the budget limit of € 450**, these will be reimbursed only if agreed in writing with BUSINESSEUROPE before booking your flights and on the basis that no cheaper alternative flights are obtainable for the dates in question. We would just ask that you notify the BUSINESSEUROPE secretariat (contact details below) by email and in advance, indicating the price of the ticket and proving the lack of alternatives. We can then confirm in writing, before final booking, that the full price of your ticket will be reimbursed. If such a procedure is not respected we will automatically refund your travel ticket up to the limit of € 450.
* **If economy flights are not available**, business or first class tickets will be refunded up to the limit of € 450 only if agreed in writing with BUSINESSEUROPE before booking your flights. We would just ask that you notify the BUSINESSEUROPE secretariat (contact details below) by email and in advance, indicating the price of the ticket and proving the lack of alternatives. We can then confirm in writing, before final booking, that the full price of your ticket will be reimbursed. If such a procedure is not respected we will automatically refund your travel ticket up to the limit of € 450.

Budgetary provisions are available to cover normally 2 nights’ accommodation in Warsaw. In cases where there exist considerably cheaper alternatives but involve an extra overnight stay, please also contact the BUSINESSEUROPE secretariat in advance so that we are able to confirm what will be reimbursed.

Please return the completed reimbursement form by post. In terms of supporting documentation, please retain and send to us the original receipts of the ticket purchase and original boarding passes (according to EC rules, photocopies are not acceptable).

Please ensure that bank details are fully completed and legible.

Again, please send us the original reimbursement form signed with all original documents required.

Thank you.