

# Level Up! Accelerating Challenge

## Financial Support Conditions

*By registering and taking part in the activity, it is assumed that you have read and agree with these conditions.*

FYEG is offering financial support for your participation in the *Level Up! Accelerate change* event organised by European Youth Forum. FYEG will not organise accommodation or meals for selected participants but will only provide financial support. FYEG will reimburse expenses for accommodation, food and travel within the limits detailed below, only after submission of appropriate proof of expenses. **FYEG will only reimburse expenses for participants who attend its evening event on October 28th from 18h30 to 20:00 (exact time TBC).** Further details about this event will be communicated to selected participants.

The deadline to submit reimbursement claims is **November 13th**. Reimbursement will be done by bank transfer after the event, only once all the required documentation is provided. If we receive all documents in due time we will process the reimbursements within one month after the event. In case you need payment to be done faster or have difficulties advancing the funds, send an email to [caroline.mathieu@fyeg.org](mailto:caroline.mathieu@fyeg.org) as soon as possible.

### Accommodation

FYEG will reimburse expenses for accommodation for 3 nights, from the 27th to the 29th of October included, up to 30 EUR per night or 90 EUR in total. The following proof of expense will be needed for accommodation:

- invoice or booking confirmation proving the expense and including your name, the dates of your stay and the price.

### Food

FYEG will reimburse expenses for food for 3 days, from the 27th to the 29th of October included, up to 20 EUR per day or 60 EUR in total. FYEG will not cover meat or alcohol. The following proof of expense will be needed for food:

- Original paper ticket proving the expense and including the detail of the purchase. A debit or credit card slip is not sufficient for reimbursement.

### Travel

FYEG will reimburse expenses for travel to and from Brussels within the reimbursement limits communicated to selected participants. Travel costs will only be reimbursed within the reimbursement limit, unless otherwise agreed with the FYEG Office in writing prior to the event and prior to booking tickets. The following proof of expense will be needed for travel:

- flight booking confirmation with your name, itinerary and price visible;
- **boarding passes for each flight** both ways. If you have paper boarding passes (not electronic), the original needs to be sent via post. If you get digital boarding passes make sure to take a screenshot before they get deleted;
- Original bus or train ticket with price visible (if price is not visible, provide a receipt for the ticket)