

# FYEG 2022 General Assembly

## Financial Conditions & Guidelines

*By registering and taking part in the General Assembly organised by FYEG, it is assumed that you have read and agree with these financial conditions.*

### Membership fees

According to FYEG's Internal Rules of Procedure, each full MO shall pay an annual membership fee to FYEG. This Membership fee shall correspond to 1 % of the total incomes of their previous year's realised budget with a minimum of 50 EUR for the EU and European Economic Area (Iceland, Liechtenstein and Norway) and Switzerland and 25 EUR for all other European countries.

Full MOs have to provide their annual budget or budget statement for the previous year (2021) by April 10th. Payment of membership fees via bank transfer is due for May 12th for all full Member Organisations. Please email both [gulce@fyeg.org](mailto:gulce@fyeg.org) and [office.assistant@fyeg.org](mailto:office.assistant@fyeg.org) for any questions.

### Reimbursement of travel costs and participation fees in brief

<i>MO = member organisation</i>	Travel costs reimbursement	Participation fee
Full MO - 1st delegate	yes	0€
Full MO - 2nd delegate	yes	140€
Full MO - 2nd delegate, in case at least one delegate self-identifies as woman, trans or genderqueer	yes	70€
Candidate and Associate MO - 1st delegate	Upon request*	0€
Candidate and Associate MO - 2nd delegate	Upon request*	140€
Candidate and Associate MO - 2nd delegate, in case at least one delegate self-identifies as woman, trans or genderqueer	Upon request*	70€
Candidates for Executive Committee	yes	70€
Office, outgoing Executive Committee and Presidency	yes	0€
Observer (other representative from MOs, Working Groups, Ecosprinter Editorial Board, CDN, candidate for FCAC or EEB, etc.) - full price (covering accommodation and meals)	no	300€
Observer (other representative from MOs, Working Groups, Ecosprinter Editorial Board, CDN, candidate for FCAC or EEB, etc.) - basic price (covering only meals, no accommodation provided)	no	100€

\* Reimbursement of travel for delegates from Candidate or Associate MOs will be decided on a case by case basis, only after approval by the FYEG Treasurer.

In case you are combining several roles you can combine the most advantageous conditions of both roles. For example, if you are a 2nd delegate and an EC candidate, you can get your travel costs reimbursed and pay a 50 euros participation fee.

## Participation Fees

Every MO (full or candidate) can nominate two delegates to the General Assembly. To be able to fund the GA, a participation fee has been set up.

According to FYEG Internal Rules of Procedure, the first delegate of each full or candidate Member Organisation, outgoing Executive Committee Members, FYEG Office and Members of the presidency don't have to pay the fee. Furthermore, if a full or candidate MO sends a second delegate, the participation fee is halved in case at least one of the two delegates self-identifies as woman, trans or genderqueer. **Every participant can request participation fee lowering or exception from the EC.** Any such request should be addressed via email to [office.assistant@fyeg.org](mailto:office.assistant@fyeg.org) **before May 1st.**

Details on how to proceed with the payment of the participation fee will be sent via email **once FYEG confirms that the GA is taking place in real life** on April 28th.

## Reimbursement of travel costs

According to IRPs (5.4.3) full reimbursement of travel costs can be granted to:

- one delegate per full MO or candidate MO
- EC members
- Office personnel
- candidates for the EC elections
- candidates for the Sec-Gen elections, provided they have received approval by the pre-selection committee (cf. 7.2.3)
- members of the presidency

In addition, this year reimbursement of travel costs will also be granted to 2nd delegates of every member organisation. Everyone else is expected to cover their own travel costs.

## Travel limits

If your travel costs are covered by FYEG, you will find in the following table our reimbursement limits for your place of departure. The amounts indicate the total limit for reimbursement in EUR for a round trip to the GA and back, including local transport to and from airports. If the country you are travelling from is not on the list, or if you have trouble finding tickets within the reference prices, please write to [office.assistant@fyeg.org](mailto:office.assistant@fyeg.org) **before booking. Travel costs will only be reimbursed within the reimbursement limit, unless otherwise agreed with FYEG Office in writing prior to the event and prior to booking your travels.** If you find tickets within the reimbursement limit, feel free to proceed with booking your tickets. Travels should be booked as soon as possible **with refundable tickets.**

Please also take into consideration our travel guidelines and practicalities in the FYEG Internal Rules of Procedure (article 5.4.2).

Country	main travel by air	travel by land	one way by air and one way by land
Albania	210	230	220
Austria	/	130	/
Azerbaijan	260	/	/
Belarus	300	280	290
Belgium	/	130	/
Cyprus	310	/	/
Czech Republic	/	100	/
Finland	250	300	275
France	/	100	/
Georgia	320	/	/
Germany north of Frankfurt	/	130	/
Germany south of Frankfurt	/	60	/
Greece	190	230	210
Hungary	180	210	195
Ireland	150	280	215
Italy	180	210	195
Latvia	180	230	205
Luxembourg	/	40	/
Malta	190	/	/
Montenegro	210	230	220
Netherlands	/	100	/
North Macedonia	120	230	175
Norway	230	280	255
Poland	180	210	195
Portugal	190	230	210
Serbia	200	230	215
Slovenia	200	210	205
Spain	150	210	180
Sweden	250	280	265
Switzerland	/	60	/
Turkey	250	300	275
Ukraine	300	280	290
United Kingdom	250	280	265

\* Given the distance between this country and the GA's location and the time to travel by land, it is likely that we cannot reimburse flights from that country. Please check the conditions above and below.

In case you travel by plane on one way and by bus/train/ferry on the other way, the standard reimbursement limit will be the average of the two numbers (see column to the right).

## Transport Mode

In accordance to its Internal Rules of Procedure, FYEG will not reimburse travel by plane if travelling with another transport mode takes less than 12 hours or if the travel distance is under 750 km, unless in duly justified cases and under specific conditions (please get in touch with our [office.assistant@fyeg.org](mailto:office.assistant@fyeg.org) if you have any question).

In any case, FYEG encourages you to travel via more sustainable transport modes, such as train or bus. To find the best train connection, a lot of resources are available online, for example: <https://www.seat61.com/>, <https://www.thetrainline.com/>, <https://www.greentickets.app>, <https://www.raileurope.com/en> or <https://rail.cc/>.

## Interrail Pass

In certain cases, interrail passes (<https://www.interrail.eu/en>) are more convenient and cheaper. It allows you to travel on most train networks in Europe during a specific period of time. You might need to book additional seat reservations for part of the journey. Reimbursement of interrail pass and mandatory reservations will be done pro rata of the days actually used to travel to the GA and within the travel limit of your country of residence. For example if you buy a 7 day pass for 250 EUR, each day of travel is worth 35.71 EUR. If you only use 4 days of the pass to travel to the event, only 4 days will be reimbursed or 142.85 EUR.

In case you are also attending another FYEG event close to the General Assembly, you can combine reimbursements and the limit on the price of the interrail does not apply. In case you chose this option, please consult with our office manager, Caroline ([office.assistant@fyeg.org](mailto:office.assistant@fyeg.org)) before booking your interrail.

## Coming by plane

Karlsruhe has its own international airport Baden-Baden Airport (FKB) located 40 km South of Karlsruhe. It's 1 hours away from Karlsruhe center by bus and train with one connection in Rastatt (around 10 € per trip). But it has limited international flights available. The Stuttgart Airport (STR) has better international connections, located 75 km East of Karlsruhe, it's 1h45 away from Karlsruhe center by train with one connection in Stuttgart (around 10 to 20 € per trip) or 1h away by bus with very limited service (around 5 € per trip). The Frankfurt Airport (FRA) is also an option with great international connections, located 130 km North of Karlsruhe, it's 1h away by train (around 25 to 40 € per trip).

Instructions on how to go to FYEG GA's venue and accommodation from all three airports will be sent to all registered delegates before the GA.

## Visa

Delegates coming from countries outside of the Schengen area will most often need to get a visa to enter Germany. Please make sure to check the conditions for your specific situation (some information can be found [here](#) and [here](#)).

Visa costs are reimbursed by FYEG on top of travel expenses if you are eligible for reimbursement of travel costs. In this case, please keep all receipts and proof of payment with you.

In case you need assistance please contact [office.assistant@fyeg.org](mailto:office.assistant@fyeg.org) as soon as possible.

## PCR test expenses

Following FYEG COVID guidelines, all participants will be required to present a negative PCR test, taken within 48h before the start of the event (the official starting date of the event is Wednesday 25th of May at 17:00 CET). Participants who are unable to present a negative PCR test will not be allowed to join the program and will not be allowed to check in the accommodation. FYEG will fully reimburse the costs of the PCR test upon submission of required proof of expenses.

## Reimbursement procedure

Reimbursement will only be done within the reimbursement limit stated above, unless otherwise **agreed with FYEG Office in writing prior to the event**. For any paper ticket, **WE NEED TO HAVE THE ORIGINAL TICKET** (copies, scans or pictures are not sufficient). In order to get reimbursed, you need to submit the following documents/proofs:

<b>For flights</b>	<ul style="list-style-type: none"><li>● flight booking confirmation with your name, itinerary and price visible (if price is not visible, provide a bank statement, credit card statement or receipt for the payment)</li><li>● <b>boarding passes for each flight</b> both ways (digital or hard copies). If you have paper boarding passes (not electronic), the <u>original needs to be sent via post</u>. If you get digital boarding passes make sure to take a screenshot before they get deleted.</li></ul>
<b>For bus, train, taxi etc.</b>	<ul style="list-style-type: none"><li>● ticket with price visible (if price is not visible, provide a receipt for the ticket)</li></ul>
<b>For interrail passes</b>	<ul style="list-style-type: none"><li>● invoice for the interrail pass</li><li>● original paper train card with the detail of the trips OR, for digital interrail, the overview of the trip for each day, available on the app</li></ul>
<b>For car or car-share</b>	<ul style="list-style-type: none"><li>● ticket for gas and/or toll</li><li>● itinerary showing the number of kilometres and kilometric rate</li><li>● declaration signed by both parties in case of car-share</li></ul>
<b>For PCR tests</b>	<ul style="list-style-type: none"><li>● invoice with your name, date and price visible</li></ul>
<b>Other expenses</b>	<ul style="list-style-type: none"><li>● ticket proving the purchase (price and item purchased must be visible)</li></ul>

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|  | <ul style="list-style-type: none"><li>• in case you need to obtain travel insurance for the visa procedure you have to provide documentation proving the expense as well</li></ul> |
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**Reimbursement will be done by bank transfer after the event for all participants** (even for participants who do not have a EU/EEA bank account), only once you have provided us with all the required documentation. In case you need reimbursement to be done faster or you have difficulties advancing the funds to pay for your travel expenses, please send an email to [office.assistant@fyeg.org](mailto:office.assistant@fyeg.org) as soon as possible.

You will have **two weeks** after the event to submit your reimbursement claim and send all the required proofs, **latest June 12th** (last postage date). In order to claim your travel costs follow the steps below:

- 1. Fill in the reimbursement form spreadsheet, sent via email**
  - a. Check the example to see how to fill it in
  - b. Use one line per payment (no sum)
  - c. Make sure to fill in the exact prices for your tickets
  - d. For currency conversion please only use the European Commission's currency converter, which you can find [here](#).
  - e. Add the travel limit for your country in the corresponding fields in the form
  - f. Save it in pdf or excel format
- 2. Before proceeding to the next step, collect ALL YOUR PROOFS and compress them into 1 pdf or zip file:**
  - a. Make sure to include scans or pictures of your paper ticket and paper boarding passes (pictures preferably against a white background)
- Follow [this link](#) to fill in our online form
  - a. Verify all your data, especially IBAN
  - b. Upload the reimbursement form spreadsheet from point 1
  - c. Upload a zip file with scans or pictures of ALL YOUR PROOFS -> Very important, even if you mail your claim via post, in case your receipts get lost in the mail!
- 4. Additionally, if you have any paper ticket (even just one):**
  - a. Staple your paper tickets that are not in A4 format to an A4 page (recycled paper is fine), making sure each ticket is visible
  - b. Put everything and all the proofs in an envelope and post it to:

*FYEG office  
GA / SC  
34 Rue du Taciturne  
1000 Brussels  
Belgium*

Please understand we will not be able to reimburse you if you send your documents later than the deadline. If we receive all documents in due time we will reimburse you within one month after the GA.

In case you have any questions about this document or related to financial aspects of the GA do not hesitate to contact our office manager Caroline ([office.assistant@fyeg.org](mailto:office.assistant@fyeg.org)) and our treasurer Gülce ([gulce@fyeg.org](mailto:gulce@fyeg.org)).