

Member Organisations Forum

Financial Conditions

By registering and taking part in the “**MO Forum**” Member Organisations Forum organised by FYEG, it is assumed that you have read and agree with these financial conditions.

Reimbursement of travel costs

Travel costs are fully reimbursed to all participants that are nominated by their member organisation or invited by FYEG, within the limits stated below.

Mode of transport

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, unless in justified cases if the distance is more than 750km (please get in touch with our office office@fyeg.org if you have any question)

In any case, FYEG encourages you to travel with more sustainable transport mode, such as train or bus. To find the best train connection, you can check the website <https://www.seat61.com/> or <https://rail.cc/> or <https://www.rome2rio.com>

Brussels has two international airports. The Brussels National Airport Zaventem is close to Brussels and 30 minutes from either the venue or the Brussels Midi train station. The Brussels South Charleroi Airport is the airport for low-cost companies, it is located 60km from Brussels. Please count at least 1h30 of transports between the venue and the Airport

Reimbursements limits

In the following table, you can find our reimbursement limits. The amounts indicate the total limit for reimbursement in EUR for a round trip to Brussels and back, including local transport to and from the airport in Belgium and in your home country.

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 with office@fyeg.org in cc **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.

Reimbursement limit in EUR for a round trip			
Country	main travel by air	travel by land	one way by air and other way by land
Albania	160	250	205
Austria	135*	240	187.5
Azerbaijan	350	/	/
Belarus	220	/	/
Belgium	/	25	/
Bulgaria	140	250	195
Cyprus	200	/	/
Czech Republic	60*	150	105
Denmark	60*	180	120
Estonia	140	240	190
Finland	230	350	290
France North	/	120	/
France South	100	240	170
Georgia	270	/	/
Germany East	/	220	/
Germany West	/	200	/
Greece	150	250	200
Hungary	70	250	160
Ireland	120	260	190
Italy	100	250	175
Latvia	150	250	200
Luxembourg	/	50	/
Malta	170	/	/
Netherlands	/	80	/
North Macedonia	220	250	235
Norway	120	250	185
Poland	150	180	165
Portugal	90	250	170
Serbia	200	240	220
Slovenia	220	240	230
Spain	150	250	200
Sweden	200	250	225
Switzerland	150	220	185
Turkey	200	250	225
UK North	170	250	210
UK South	150	200	175
Ukraine	200	250	225

* Given the distance between this country and Brussels and the time to travel by land, it is likely that we cannot reimburse flights from that country. Please check the conditions above. In any cases, we advise you to choose more sustainable transport modes.

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.

Visa costs

If you need a visa for the Schengen area, please get in touch immediately with our office via email, write to office.assistant@fyeg.org with office@fyeg.org in cc. Visa costs will be reimbursed by FYEG.

Accommodation and Food

Accommodation will be provided in shared rooms by the organisers on 12-13-14 March. You are expected to arrive any time on Thursday and depart on Sunday.

If you have another arrival or departure time to or from Brussels, or if you don't need accommodation please write it in the registration form so we can take it into account in booking the accommodation.

During the days of the forum breakfast, lunch and dinner will be provided as well as breakfast on March 15th. If you have any dietary requirements please write them in the registration form so we can take it into account in placing food orders.

Reimbursement procedure - Deadline March 23rd

Again, travel costs will only be reimbursed within the reimbursement limit above, unless otherwise agreed with FYEG Office in writing **prior to the event**.

In order to get reimbursed, you need to submit the following documents/proofs:

- flight booking confirmation with your name, itinerary and price
- **boarding passes for each flight** (for digital boarding passes, make sure to take a screenshot before it gets deleted)
- for travel by bus, train, etc.: ticket + ideally receipt (price must be visible)
- for any other type of expense: booking confirmation or ticket proving the purchase

For any paper ticket, WE NEED TO HAVE THE ORIGINAL TICKET (copies, scans or pictures are not sufficient).

If you only have digital tickets, simply follow steps 1 and 2. Then send an email to office.assistant@fyeg.org with your spreadsheet attached and indicate in your email that you only have digital tickets.

If you have any paper ticket (even one), once you have gathered all documents, follow the instructions below carefully:

1. Follow [this link](#) to **fill in our online reimbursement form**
 1. Verify all your data, especially IBAN and home address
 2. Upload a zip file with scans or pictures of ALL YOUR PROOFS -> Very important in case your receipts get lost in the mail!
2. **Fill in the spreadsheet sent via email**
 1. Use 1 line per ticket/price (no sum)
 2. Make sure to fill in the exact prices for your tickets
 3. For currency conversion please only use the European Commission's currency converter, which you can find [here](#).
 4. Add the travel limit and the percentage for your country in the corresponding fields in the form
3. **Print, date and sign the spreadsheet**
4. **Staple tickets that are not in A4 format to an A4 page** (recycled paper is fine), making sure each ticket is visible, and add to the spreadsheet
5. **Put everything and all the proofs in an envelope and send it to the following address by 23 March 2020:**

*FYEG office
MO forum
31 Rue Wiertz
1050 Brussels
Belgium*

For any question, don't hesitate to contact office.assistant@fyeg.org.

Reimbursement will be done by bank transfer after the event, once you have provided us with all the required documentation.

Participants coming from non-EU/EEA countries

Participants who are coming from non-EU/EEA countries AND do not have a EU/EEA bank account will be reimbursed in cash on the spot. In this case please make sure to **bring all your travel documents with you to the venue on March 13th** and to have them ready for reimbursement. In addition, it is of utmost importance that you book your tickets for the return journey in advance. Tickets that you need for the way back will be copied and given back to you before your travel. Tickets for the way back that are not purchased before the meeting and/or not presented on-the-spot might not be taken into account at that point.