Travel & Accommodation Reimbursement Policy
EORTC Patient Days 2020
28-29 February, Brussels

I. General conditions

1) This policy shall apply to any individual invited by the EORTC to participate in the EORTC Patient Days 2020 taking place on 28-29 February 2020. Travel and accommodation expenses will be covered only for patients, patient advocates, members of the chair or programme committee and speakers. Funders and observers will not be refunded.

2) Course expenses such as materials, meals (as planned in the course programme), beverages, Friday evening dinner and final drinks on Saturday will be covered and directly paid by the EORTC.

3) Any other expense (e.g. difference from a single to double room, mini bar, hotel bar, meals outside event catering, telephone, abroad calls or roaming, laundry, Internet) will not be refunded.

4) In case you would like to bring accompanying persons (family members) with you, please note that costs for these persons will be at their own expense.

5) Cancellation for personal reasons: due to limited resources, in case of cancellation of your participation your expenses will not be reimbursed.

II. Travel reimbursement

1) Travel to and from the event will be booked for you by the EORTC or our partner after you have received a confirmation email. This includes flight or train tickets. Travel booked by you shall not be reimbursed, except for transportation in your country.

2) Travel by taxi and/or public transport will be covered by the EORTC only if the total amount spent does not exceed 100 euro (i.e. maximum 25 euro per ride from home to the airport in your country and back, as well as from the Brussels airport to the venue and back).

3) For travel by private car, the cost shall be reimbursed at a rate of 0,35 € per km. This shall apply only if the maximum total number of kilometres travelled to and from the event is 500 (i.e. the distance between your home and the venue is maximum 250 km). Persons using their own vehicle will remain fully liable for any accidents/incidents in which they may be involved during the trip.

4) Funder and observers are not eligible for travel refunds.
III. **Accommodation reimbursement**

1) Hotel room will be booked for you by the organizer after you have received a confirmation email.

2) Accommodation booked by you shall not be reimbursed.

3) Funders and observers are not eligible for accommodation refunds.

IV. **Procedure for reimbursement**

1) Reimbursement is done from grants received for this event and is possible only after the event. The reimbursement form is available [here](#) for download.

2) Payment shall be made by the EORTC upon receipt of the reimbursement form completed and signed by the participant.

3) All reimbursement requests and original receipts should be sent until 30 March 2020 at the latest, by post to the following address:

   **EORTC**
   
   **Avenue E. Mounier 83/11**
   
   **1200 Brussels**
   
   **Belgium**

   After this date, the reimbursement process is closed. Please, consider reimbursement may take up to 2 weeks after a valid request has been submitted.

4) In case of travel by personal vehicle, the reimbursement form can be sent by e-mail to events@eortc.org.