Financial information on EWS Budapest organised by TARKI

Registration fee

Attendance of the expert workshop is free-of-charge.

Travel Limits

TÁRKI will reimburse travel costs up to a maximum of 400 euro. For travel costs exceeding this amount, prior approval of TÁRKI is needed. These travel costs include airfares as well as any other local/ground transport costs from and to the airport.

Társ is happy to offer its local travel agency (VIP Travel) to assist with organising participants’ travel and other activities in Hungary. Contact email: agota.glatz@viptravel.hu

Air Travel

In all cases, only economy airfares will be reimbursed except in very special circumstances and only with prior approval. First class, business class and premium economy tickets will be reimbursed at the level of the economy fare.

In order to be reimbursed for your flight, you must include a printed itinerary showing the paid airfare/or original invoice and your boarding passes.

Rail Travel

Participants electing to travel by train must take advantage of early booking fares where this is cheaper than purchasing tickets near to departure. Reimbursement is made for second-class travel only.

Car Travel

TÁRKI does not reimburse car rental. Participants choosing to travel to the expert meeting in their own car may claim mileage reimbursement for the roundtrip up to the price of a second-class advance rail fare (maximum of 400 euro).

In order to be reimbursed for your car travel, you must include a printed itinerary and the original invoices of fuel and motorway fees.

Local Travel

Information on how to get to a conference venue or hotel by public transport will be provided online. Please use the public transport options wherever reasonably possible and limit your use of taxis to the necessary occasions only as taxi costs are only refunded for arrivals and departures. For participants we would offer our local contracted taxi partner, with a special low fair and a voucher will be sent on email before the travelling.
In all cases, local travel costs can only be reimbursed when the overall travel limit is not exceeded, and the claim is supported by receipts and/or tickets.

**Accommodation costs**

Participants should book for their hotel room and pay for it on the spot and TÁRKI will pay their hotel expenses by reimbursement. Please take into consideration that the organisers will pay only the maximum number of 2-3 nights that equals the number of attended meeting days (as evidenced by the signed attendance list) and is limited to max. 80.- euro/night (special rate for the offered 4-star Hotel in Budapest).

Additional nights at the hotel beyond the number specified for the meeting, or additional costs incurred for bringing a partner will not be paid by the organisers. In case more persons (e.g. spouse, partner) stay in the same room (double room) the accommodation costs for a single room will be reimbursed by TÁRKI the rest should be paid for by the participant.

Incidental expenses, such as using the mini-bar, laundry, telephone, or any other service offered by the hotel, will not be covered and should be paid by the participant.

**Meals**

Refreshments, lunches and dinners (2) will be provided during the meeting. Other costs for food which not provided by the organisers, will not be reimbursed.

**Submitting a cost claim**

For your reimbursement, we can proceed in two ways:

If the reimbursement should be made to your ‘institute’, your institute can send us an invoice. However, our institute is obliged to work with order forms in view of an invoice. Therefore we first need the following information of your institute: VAT number + name and address of your organisation, valid International Bank Account Number (IBAN) and Bank Identifier Code (BIC) or SWIFT number. Together with this information a detailed overview of the costs that have to be reimbursed should be sent to TÁRKI Budapest. After the receipt of the TÁRKI Budapest order form, your institute can send the invoice (clearly stating the VAT number of our institute (HU12385184 + order form number). Please do not forget to attach all original receipts, invoices, boarding passes.

If the reimbursement should be made to your personal account you have to complete and sign an ‘expense claim form’. This form will be downloadable from the project website prior to the meeting and will be sent to you by email before the meeting has taken place. Please complete the form electronically as soon as possible and return it (preferably via email) to TÁRKI (ews@tarki.hu) with (scans of) ticket stubs and other receipts. TÁRKI will check the documents and, if necessary, give you feedback on possible errors. After the check by TÁRKI, the participant will be requested to print, to sign and to send back the form and original receipts by land post.
We need to submit final accounts to the EC, who typically impose strict deadlines. We need your help in meeting these deadlines and ask that you submit your claim within one month of the meeting. After this time, we will not normally be able to reimburse you.

Please remember! We cannot process Euro bank transfers without a valid International Bank Account Number (IBAN) and Bank Identifier Code (BIC) or SWIFT number and omitting them will cause delays in the reimbursement process.

If your claim requires a currency conversion, TÁRKI will use the exchange rate on the first day of the workshop as used by the EC.

Trip Cancellation

In the event that a participant has booked his/her travel arrangements and hotel accommodation and then is subsequently unable to attend the workshop, the following policy shall apply: in the event of any cancellation or a change in itinerary for any reason the hotel accommodation and travel arrangements cannot be claimed to the meeting organisers.