

IMPRINT full network meeting 24th and 25th of September 2018 Reimbursement Rules and Procedures

Category	Maximum Reimbursement (£)
Domestic Travel (UK): flights, train car	100
Flights from Europe	300
Flights from Middle East	500
Flights from North America/Canada	1200
Flights from South America	1300
Flights from Australia:	
East	1600
West	1400
Flights from Africa	1000
Flights from Asia	1000

1. Claims exceeding these amounts will not be reimbursed unless negotiated and agreed upon well in advance with the organisers via applications@imprint-network.co.uk.
2. Payment upon attendance, submission of original receipts and completed travel reimbursement form only (see below).
3. In case you extend your stay, you need to show that a later return does not result in an increase of direct travel expenses.
4. Costs of ground transportation both ways will also be reimbursed as long as the total is within the limit indicated above. Standard class (train/coach) fares only, where applicable. Car mileage is paid at standard rates as determined by IMPRINT.
5. Accommodation will be provided for a maximum of the three nights of the Annual Meeting (Sun – Wed) in the designated headquarter hotels reserved by the organisers. Additional accommodation needs to be organized by the participants themselves and covered by their own funds.
6. Reimbursement of costs will be processed only after the meeting. Please keep receipts for all of your expenses. You will receive a travel expenses reimbursement form to be completed in full, including bank details, and attach original receipts.
7. No other expenses besides those listed will be reimbursed.