

REIMBURSEMENT PROCEDURE FOR INVITED SPEAKERS

Reimbursement rights and conditions

Invited speakers are entitled to the reimbursement of their air ticket to Athens and back. This travel must be organised, trying to benefit from the most economical travel rates.

Invited speakers are also entitled to the reimbursement of their accommodation in Athens (bed & breakfast only, up to a maximum of 120€ for a single room). An additional accommodation allowance may, **exceptionally**, be paid if prolonging the stay, would enable the guest to obtain a reduction in the cost of transport worth more than the amount of this allowance.

The reimbursement of transportation from Athens Airport to the venue and vice versa via public means of transportation. Taxi hiring is eligible only in case of very early or very late arrival/departure, strike of the public means of transportation or mobility difficulties.

Required documents for the reimbursement **on a personal basis**:

- Air ticket (the original or a printout, if it is electronic)
- Transportation tickets (the original) or in the exception of a taxi, a valid receipt (printed).
- Proof of payment of the ticket (Invoice and/or receipt)
- Original boarding passes
- Original invoice for the hotel expenses (Accommodation & breakfast only , up to a maximum of 120€ for a single room)
- Personal bank account (Bank account holder's name, IBAN Nr, swift code, Bank Name)
- Copy of the passport

Required documents for the reimbursement **through your host organisation** :

- Original invoice from the host organisation claiming the sum of the expenses
The invoice should be drawn to:

*Foundation for Research and Technology - Hellas
N. Plastira 100
700 13 Vassilika Vouton
Greece
VAT Nr: EL 090101655*

- Copy of the air ticket
- Copy of the proof of payment of the ticket (Invoice and/or receipt)
- Copy of the boarding passes
- Copy of the invoice for the hotel expenses (Accommodation & breakfast only , up to a maximum of 120€ for a single room)
- Host organisation's bank account (Bank account holder's name, IBAN Nr, swift code, Bank Name)
- Copy of the passport

Important notice: It is standard procedure to reimburse the guests after the completion of the trip and after the receipt of **all of the above** mentioned documents in each case. Failure to provide the Conference Organising Committee with the required documents may result to non-reimbursement.

All documents should be sent by courier or registered mail to:

Ms Christina Karlou
PRAXI / HELP-FORWARD Network
8, Kolokotroni str., 105 61, Athens, Greece
Tel.: (+30) 210 36 11 095, 210 36 07 690
Fax: (+30) 210 36 36 109
e-mail: karlou@help-forward.gr
www.help-forward.gr

