



CEEweb for Biodiversity
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Travel reimbursement process

Dear Workshop Participants,

Due to that this event is sponsored by two donors (European Commission and the International Visegrad Fund), we will need two forms of reimbursement form to be filled in. Please, find these two documents also on the link of the workshop: <http://www.ceeweb.org/event/workshop-on-enhancing-cooperation-between-the-for-profit-and-the-nonprofit-sectors-in-the-visegrad-countries-for-the-benefit-of-all/>.

In case, **non-EUR costs emerge, please do not put them** into the reimbursement documents, because we will need to calculate according to a strict exchange rate. Therefore, I ask you to keep all travel documents, and we will add their amounts for which you paid not in EUR into the forms later on.

In order to reimburse your travel expenses, it's essential for us to receive the following documents:

- In case of traveling with **public transport**:
 - o Keep **original travel documents (tickets, boarding passes, etc.)**
 - o Keep **invoices for the name and address of CEEweb** (CEEweb for Biodiversity, 1021-Hungary, Budapest, Széher út 40) **OR for the name of and address of the participant**. Please note that in the **invoice should be visible the name of the participant**

- traveling by car:
 - o Please, make attached **excel file** to be filled in and attached a **copy of the car registration paper** (if the driver is not the owner of the car we would need also the owner's authorisation to the participant) **please note we can not refund the car expense owned by company or organisation.**
 - o Please note, that we can refund the private car expenses **only according to the Hungarian official petrol prices** (Hungarian Tax Office accepts only these prices) which you can find:
http://www.nav.gov.hu/nav/szolgaltatasok/uzemanyag/uzemanyagarak/benzin_ar_2013.html
http://www.nav.gov.hu/nav/szolgaltatasok/uzemanyag/fogyaszt_normak/normaatalany_100203.html

- In case of in **both cases: travelling with public transport or by car**:
 - o **both** of the **attached word document to be filled in and signed is obligatory**, please note that CEEweb can accept **participants's private bank account details** on travel reimbursement form (only in the following case could be accepted organisation's bank account details on the travel reimbursement form: if all the travel related invoice -for example: flight ticket invoice- were addressed to the organisation which organisation issues an invoice for CEEweb of the total travel expenses)

Reimbursement of travel expenses will happen the following way:

Please, buy your tickets for bus or airplane or other means of transportation to the scene of the conference and back. After you paid your travelling-charges and ask for invoice for all your tickets (the proper way of it can be seen above) please, save boarding cards, train tickets etc. Once you get back home **after the event in 10 days** please, fill in travel reimbursement form

(attached word docs.), sign them and attach all original invoices, boarding cards, bus or train tickets and send them to CEEweb address (CEEweb, 1021, Hungary, Budapest Széher út 40) as a **registered mail** (for safety reason:if you have a chance you might keep a copy of all your documents which you send us).

Please note if you send your travel reimbursement documents after 10 days of the closing day of the event CEEweb can not reimburse your travel expenses.

Please note that CEEweb refunds the **most economic way of travel** (economy class apex round-trip plane ticket, economy class train ticket or private car if more participants travel together).

Invoices concerned to purchase tickets of travelling, can be accepted in case of the following:

- **the invoice of travel tickets are issued for the proper name of the passenger.** Please, get original tickets, boarding cards, invoices etc. as well attached to this invoice and signed filled travel reimbursement form with participants's private bank account details.
- **the invoice of travel tickets are issued for the name and address of the CEEweb, but please note that the invoice also has to indicate the proper name of the passenger.** Please, get original tickets, boarding cards, invoices etc. as well attached to this invoice and signed filled travel reimbursement form with participants's private bank account details.
- **If you have already asked the invoices for your organization, than this organization should issue an invoice for the name of CEEweb including the traveling costs and also the name of the participant.** Please, get original tickets, boarding cards, invoices etc. as well attached to this invoice and signed filled travel reimbursement form with organisation's (who issued the invoice for CEEweb) bank account details.

Please note CEEweb is able to reimburse **only the amount of your travel expense which you indicated before.** Difference between the indicated amount and the reimbursed amount could be maximum EUR 10.

Please note CEEweb is calculating all the exchange rates according to the Hungarian National Bank exchange rate on the starting day of the event.

As soon as we have your mail (include all required travel documents) received, the reimbursement can be taken place.

Thank you for your cooperation and active participation in advance.

Yours sincerely,

CEEweb for Biodiversity

CEEweb for Biodiversity is a network of non-governmental organizations in the Central and Eastern European region. Our mission is the conservation of biodiversity through the promotion of sustainable development.