

Alliance Congress
"Values and role of IVS in the current political, social, economic situation"
2nd November 2014 to Friday 7th November 2014

FINANCIAL CONDITIONS AND GUIDELINES

I. MEALS AND ACCOMMODATION:

ALLIANCE covers meals and accommodation for two delegates per member organisation.

Full board is provided from diner on Sunday 02/11/2014 evening to the breakfast on Friday 07/11/2014 morning.

The accommodation is covered according to the general conditions provided by the host.

In case of specific request (extra nights, single bedroom...), the host will directly charge the extra costs to the guest. ALLIANCE will not cover any extra cost due to specific request.

II. INSURANCE:

ALLIANCE declines all responsibility for any risk that can occur to participants during their journey and during their stay at the venue. Fully comprehensive individual or collective insurance is therefore necessary; the latter must be arranged by the member organisation concerned at its own expense. A Social Security Convention on sickness insurance exists for the participants insured by one of the national security scheme of the member states of the European Union. Please contact your social security office for details.

III. REIMBURSEMENT OF TRAVEL EXPENSES

ALLIANCE will reimburse travel expenses and visa fees for the 1st delegate of each member organisation, with a maximum amount of 300 EUROS for European based organizations and 800 EUROS for member organizations outside Europe.

Regions are defined according to the Council of Europe classification (Europe = Council of Europe member states).

Participants are required to arrange their journeys in the most economical manner possible.

If for personal or professional reasons participants travel to the meeting from a place other than their place of residence, or return to such a place after the meeting, the refund shall be restricted to the cheapest amount of expenses between the one they actually incurred and the one they would have incurred in travelling to or from their place of residence.

Participants will be reimbursed on the basis of the travel done at the dates of the meeting (02-07/11/2014), with a maximum of three extra days allowed before and/or after the meeting.

The participants should be present for the entire congress. Participants attending less than 80% of the total duration of the session will not be reimbursed.

II.1 SUPPORTING DOCUMENTS

A travel reimbursement request form is provided in annex to this mail with the financial guidelines document.

Please complete it carefully and attach to it all your travel tickets - including originals of receipt and/or invoice as proof of payment and boarding passes. On request, the amounts payable shall be reimbursed either in Euro by bank transfer. For expenses claimed in currencies other than Euro, the conversion will be carried out on the basis of the official exchange rate of the European Union on the date of settlement¹.

¹ <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

For bank transfers, participants should clearly indicate the name and address of the bank, the IBAN, SWIFT code and name of the holder of the account. Please note that you have to submit your travel forms and all the necessary documents with your reimbursement request form.

The reimbursement will be ordered in the four weeks following the reception of your form and complete support documentation.

Member debts to Alliance budget can be automatically deduct from this payment.

In case of pending debts from both sides, the travel cost will be added to a balance proposed by ALLIANCE treasurer to the member organisation for final payment.

II.2 MEANS OF TRANSPORT

RAIL: by the most direct route

- for distances up to 700 km, 2nd class train
- for distances beyond 700 km, 2nd class plus couchette.

AIR: Economy class ticket or reduced tariff

CAR: the participant will be refunded a lump sum based on a kilometric allowance. This allowance is set at 0.21 €/km. If two or more participants share the same car the refund shall be made to the person in charge of the vehicle, with an increase of 10% for each passenger. Distances over 1600 km return shall be refunded on the basis of the economy class airfare from the nearest airports.

LOCAL TRANSPORT: The cost of the travel between home and railway station or airport is reimbursed upon presentation of the tickets (bus, train).

TAXI FARES will not be reimbursed, except in the event of arrival between 9 pm and 7 am or where no public transport is available, in which case an original receipt must be presented.

Any dispensation from these means of transport must be agreed in advance with ALLIANCE treasurer.

II.3 VISA

1. The hosting organisations (LEGAMBIENTE/YAP ITALY) facilitate the visa procedures if the participant provides all passport details (passport number, date and place of birth, date and place of issue and expiry) at least 5 weeks before the activity. It is the responsibility of the participant to contact the embassy and follow the procedures.

2. The cost of the visa is reimbursed upon presentation of a receipt and copy of the visa in the passport.

3. If the participant has to travel to get the visa, the cost of the travel or agency fee can only be reimbursed if the participant has contacted ALLIANCE treasurer in advance and it has been approved. In any other cases the travel for the visa or the agency fee will not be reimbursed.

Please send your reimbursement request form, with all the needed support documentation, by land post to :

**ALLIANCE treasurer
Grégory VAN DE PUT
Association des Compagnons Bâisseurs asbl
9 Place du Roi Albert 6900 Marche-en-Famenne
BELGIUM**