

REIMBURSEMENT POLICY

Purpose

This policy outlines the guidelines and procedures for reimbursing expenses incurred by participants attending the EU Preparedness Trainings conducted within the EPIC11 project.

Scope

This policy applies to participants of the aforementioned event who have demonstrably participated by signing the attendance sheet.

Eligible Travel Expenses

- Public transportation: Reasonable expenses for second-class train or bus tickets directly related to attending the event.
- Car: A flat rate of 0.30 EUR/km will be reimbursed for distances up to 200 km (one way). For longer distances, only the corresponding second-class train ticket will be reimbursed.
- Transportation costs from the airport to the hotel and from the hotel to the participant's home (or vice versa) will be reimbursed up to a maximum of €30 per trip, depending on the city and upon submission of receipts. Participants are encouraged to use public transport where feasible.

Approval Process

- Submission: Participants must submit the filled-out invoice template (Annex 1) along with a scan of tickets/mileage log and proof of payment (e.g., receipts, bank statements) within 90 days of returning from the event. Please exclusively use the following email -address for submission of your expenses: GFA-invoice@gfa-group.de. Invoices must be sent from a single email address that is clearly attributable to the expert.
- Review and Approval: The submitted invoice will be reviewed by the Finance Department of GFA Consulting Group GmbH, and upon approval, payment will be transferred to the participant's provided account.

Non-Reimbursable Expenses

- No reimbursement for flights. The event manager will arrange and directly pay flight tickets for participants who require air travel. Flight tickets purchased by participants themselves will not be reimbursed.
- Expenses not directly related to the event or deemed extravagant, unnecessary, or personal in nature will not be reimbursed. Examples include personal entertainment, and sightseeing expenses.
- Daily substance allowances will not be paid. During the event, full board will be provided.

Policy Enforcement

Non-compliance with this policy may result in denial of reimbursement.

Name, Last Name

Address
Country
Insert Tax Ref. No.
Insert VAT ID
Date of issue

GFA Consulting Group GmbH
Eulenkrogstraße 82
22359 Hamburg
Deutschland

Project/Study Name: EPIC11 in:
for the corresponding Department of GFA: Health Department

Invoice number: 1
Cost centre: 2182020

Sir / Madam,

I hereby charge you for the above-mentioned travel costs for the name of the event in xx, on xx-xx mont in xx, on xx-xx month, as follows:

Travelling expenses as per enclosure net amount (if subject to VAT; the net amount is only applicable for travelling expenses incurred in Germany)	0.00 CC105Currency
Net amount	0.00 CC105Currency
Plus VAT 19 % (if subject to VAT in Germany, otherwise state reference to tax exemption) Stating the tax rate is mandatory!	0.00 CC105Currency

Total	0.00 CC105Currency
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Please transfer the sum of 0.00 EUR to my account:

Account holder: Insert Account holder
Name of Bank: Insert Bank Name
Account No.: Insert Account Number
Bank Code Number: Insert Bank Code Number
SWIFT Code: Insert SWIFT Code
IBAN Number: Insert IBAN Number

I hereby declare that I have not submitted this invoice to my employer.

Sincerely yours,

Name and Signature