



CEPR CONFERENCE TRAVEL & SUBSISTENCE REIMBURSEMENT POLICY

1. Travel to/from the conference

Travel Limits

The below list indicates the ceiling amounts up to which CEPR can reimburse travel costs related to a CEPR conference. **Participants must ask the CEPR Meetings Team in advance of the meeting for approval of any costs exceeding these amounts.** Where participants exceed their allowance without authorisation, CEPR will cap their claim at the relevant limit. Please note that certain conferences use different travel limits and that these will be specified in the conference confirmation email. **All travel limits mentioned are to include airmfares as well as any other local/ground transport costs.**

| Travelling from | Travel limit |
|------------------------|--|
| Within Europe | € 450 |
| Israel/Russia | \$ 760 |
| U.S./Canada East Coast | \$ 900 (Chicago, DC, NY, Boston, Toronto, Montreal etc.) |
| U.S./Canada West Coast | \$ 1200 (Vancouver, Seattle, SF, LA, Arizona, Colorado etc.) |

For other points of departure, please consult the CEPR Meetings Team.

Air Travel

In all cases, **only economy airmfares will be reimbursed** except in very special circumstances and only with prior approval. First class, business class and premium economy tickets will be reimbursed at the level of the economy fare.

Suggested arrival and departure dates will be clearly signalled in the CEPR meeting description. CEPR will only consider paying for an extra night in a hotel if the savings incurred (airfare plus hotel costs) are substantial. An extra night's hotel stay must be approved by CEPR's Meetings Team in advance of travel.

Rail Travel

Participants electing to travel by train must take advantage of early booking fares where this is cheaper than purchasing tickets near to departure. **Reimbursement is made for second-class travel only.**

Car Travel

CEPR does not reimburse car rental unless the Meetings Team has granted prior approval for this. Participants choosing to travel to a CEPR conference in their own car may claim mileage reimbursement at £0.23 per mile for the roundtrip, up to the price of a second-class advance rail fare from their home to the conference.

Local Travel

Information on how to get to a conference venue or hotel by public transport will be provided for every CEPR event. Please use the public transport options wherever reasonably possible and limit your use of taxis to the necessary occasions only. **In all cases, local travel costs can only be reimbursed when the overall travel limit is not exceeded, and the claim is supported by receipts and/or tickets.**

2. Accommodation

The CEPR Meetings Team and local organizers negotiate discounted rates with hotels used for conference participants. Frequently, these are paid for directly by the organizer for the minimum number of nights required to attend the meeting (rates and suggested number of nights will be communicated in the confirmation email or in the Local Information guide for the meeting).

Where this is not the case, participants should pay for their hotel room and include this in their expense claim. Additional nights at the hotel beyond the number specified for the meeting, or additional costs incurred for bringing a partner will not be reimbursed unless prior approval has been granted.

Incidental expenses, such as using the Internet, the mini-bar, laundry, telephone, or any other service offered by the hotel, will not be covered and should be paid for on departure.

3. Meals

Refreshments and meals will usually be provided during the meeting. For meetings lasting 2 days, if lunch or dinner is not provided by the organizers, participants may claim up to a maximum of €15 per lunch and €30 per dinner for the 2 days, **provided the claim is supported by receipts and the total of the claim does not exceed the overall travel limit.**

4. Miscellaneous – Visas/Missed Flights

Any participant requiring a VISA to travel **must notify CEPR in advance of fees involved** and must allow sufficient time to apply to the relevant Embassy. CEPR will not reimburse “express” service fees without prior agreement.

Please note that it is a participant’s own responsibility to obtain any appropriate visa/s that may be required for certain countries. CEPR will not be responsible for the costs incurred by any participant who fails to investigate visa requirements and as a result is unable to travel.

Participants who fail to catch their flight through no fault of the airline, and consequently miss the meeting, will not be reimbursed for any travel expenses incurred.

5. Submitting a Claim/Payment

An expense claim form will be downloadable from the conference website prior to the meeting and will be sent to you by email as soon as the meeting has taken place. **Please complete the form electronically as soon as possible and return it (preferably via email) to CEPR with (scans of) ticket stubs and other receipts.** We need to submit final accounts to our sponsors, who typically impose strict deadlines. We need your help in meeting these deadlines and ask that you **submit your claim within three months of the meeting** (or by the deadline indicated in the conference material if this is different). After this time, we will not normally be able to reimburse you.

CEPR holds accounts within the UK and USA clearing house systems. We are able to make payments by Sterling cheque, US dollar cheque, Euro cheque, Sterling bank transfer or Euro bank transfer. (Sterling and dollar payments are available only to residents of the UK and US respectively) **Note that for a bank transfer, the beneficiary bank may deduct a fee from the transferred amount.** From November 2009, CEPR’s own bank charges will be covered by CEPR.

We cannot process Euro bank transfers without a valid **International Bank Account Number (IBAN) and Bank Identifier Code (BIC) or SWIFT number** and omitting them will cause **delays** in the reimbursement process.

If your claim requires a currency conversion, CEPR will use the exchange rate on the **first day of the conference** as used on currency exchange websites such as www.oanda.com.

6. Contact

If you have any questions relating to the submission of your claim, please contact the Meetings Team at CEPR:

Nadine Clarke
Meetings Manager
Tel: 00 44 (0) 207 183 8808
Email: nclarke@cepr.org

Rachel Aveyard
Meetings Assistant
Tel: 00 44 (0) 207 183 8817
Email: raveyard@cepr.org

If you follow these procedures you will help us to reimburse you promptly. You will also help us to budget accurately for future conferences and workshops.

Appendix 1

Internet Travel Websites

It is obviously important for you to exercise some degree of caution when booking and paying for travel over the Internet. CEPR does not accept liability for the booking and purchasing of tickets.

GENERAL

www.skyscanner.net

www.euroflights.info

UK

www.expedia.co.uk

www.opodo.co.uk

www.travelocity.co.uk

www.ebookers.com

www.cheapflights.co.uk

www.ryanair.com

www.easyjet.com

www.flybmi.com

Participants from countries other than the UK may have difficulties purchasing tickets from the above sites. The sites below are country specific and have been recommended to CEPR. Should you know of any sites you feel could be added to this list we would be very pleased to hear from you.

ITALY

www.alitalia.it

THE NETHERLANDS

www.transavia.nl

SWEDEN

www.travellink.se

SWITZERLAND

www.travel.ch

www.ferien.ch

www.kuoni.ch

GERMANY

www.expedia.de

FRANCE

www.vols.degriftour.net

USA

www.onetravel.com

www.trip.com

www.priceline.com

www.kayak.com