

## WFIP REIMBURSEMENT CLAIM PROCEDURES For WFIP MEMBERS, SPEAKERS AND INVITED GUESTS

Participation at the WFIP FORUM event in Barcelona is free of charge. Pre-registration is required by everybody wishing to attend. The registration deadline is **20<sup>th</sup> May, 2019**. Registrations are on a first come first served basis, the limit is 100 participants.

This reimbursement policy has been developed:

- To allow WFIP to manage the reimbursement procedures with foresight and care.
- To ensure that reimbursement claims are efficiently processed.

Expenses are exclusively reimbursed for performing WFIP duties or upon an invitation by WFIP.

Please consider the following when addressing a claim to WFIP:

1. Complete the "WFIP reimbursement claim form". Original receipts for expenses incurred must be attached to support the claim (invoice and boarding pass are mandatory).
2. Attach a copy of your IBAN/SWIFT references
3. Send your request for reimbursement within one month of an event. Should you need assistance, please send an email to [administrativeofficer@wfip.org](mailto:administrativeofficer@wfip.org)
4. Claimants are required to convert their own amounts from local currencies into euros themselves. Please use one rate per currency and document.

About your claim:

- a. One claim form per event, please do not group forms for separate events.
- b. The claim form is individual: please fill in one form per person.
- c. All claim forms are subject to approval by WFIP's administration.

About your expenses claimed:

- a. Travel by plane is reimbursed on the basis of the most economical economy class. Advanced booking is highly recommended, and low cost airline tickets are preferable. Please make every effort to obtain the cheapest airfare. The travel grant will only cover the main travel to/from Barcelona up to 350.00 Euro max. Local transport (bus, metro, taxi...) is not covered by this travel grant.
- b. Travel by train is reimbursed to the amount equivalent to a 2nd class train ticket.
- c. Travel by car is reimbursed at € 0.24 ct/km.
- d. Accommodation will be reimbursed on the basis of 100.00 Euro max. per night per person. The number of hotel nights reimbursed for the WFIP FORUM on 3<sup>rd</sup> June in Barcelona is 2 nights max. Extra nights are not reimbursed. Arrival 2<sup>nd</sup> June, departure 4<sup>th</sup> June, 2019.
- e. All other expenses (e.g.: mini bar, telephone, laundry...) are not covered by WFIP.
- f. Meals are not reimbursed other than those by special invitation by WFIP. Lunches and refreshments during the WFIP Forum event on 3<sup>rd</sup> June and the informal drinks reception after the event are free of charge.

Reimbursement Claim Form available here: <https://wfip.org/events-2/1st-wfip-forum/>

Should you have any questions concerning the reimbursement procedure, please contact [administrativeofficer@wfip.org](mailto:administrativeofficer@wfip.org)