

HREYN Travel Arrangement Guide

The following is a guide for the participants to arrange the journey and prepare the documents for the travel reimbursement of the Human Rights Education Youth Network (HREYN) activities.

I INSURANCE:

It is required to have valid insurance while attending any activity provided by HREYN. Insurance will be reimbursed by HREYN from the travel budget (Paragraph V) and it shouldn't exceed 30 EUR. In the cases of exceeding the amount, the surfeit should be covered by the participant.

II VISA:

It is the participant's responsibility to contact the consulate or embassy and follow the procedures for visa request. HREYN can support the visa request procedures by issuing an invitation letter after the participant provides all the necessary details (passport number, date and place of birth, date and place of issue and expiry) together with the postal address at least 3 weeks before the activity.

The cost of the visa is reimbursed upon presentation of an original receipt and a copy of the page in the participant's passport containing the visa and the date of its validity.

If the participant must travel to get the visa, the cost of the travel or agency fee can only be reimbursed if the participant has contacted HREYN in advance and it has been approved. Supporting evidence must be provided (see paragraph III below). In any other cases, the travel for the visa or the agency fee will not be reimbursed.

III REIMBURSEMENT OF TRAVEL EXPENSES

Participants will be reimbursed according to the predefined travel budget (Paragraph V), however they are required to choose the most economical and eco-friendly options for their journey.

Participants are expected to travel between their place of residence and the town in which the activity takes place and back. If for personal or professional reasons participants travel from a place other than their residence or return to such a place, a preliminary agreement must be obtained from HREYN, and the conditions of reimbursement shall be agreed before the activity.

Participants should be present for the entire activity. Participants attending less than 90% of the duration of the activity will not be reimbursed. Any form of aggressive, inappropriate or threatening behaviour towards organisers, trainers, venue staff or other participants will not be tolerated. Any such behaviour will be addressed and if not rectified immediately will result in the participant being asked to leave the venue without travel reimbursement.

VI SUPPORTING DOCUMENTS

Details of supporting evidence accepted by HREYN are indicated below. Amounts payable shall be reimbursed either in Euro cash during the activity or by bank transfer after submission of the reimbursement form and supporting documents. For expenses claimed in currencies other than Euro, the conversion will be carried out on the basis of the official exchange rate of the InforEuro on the date of the payment. For bank transfers, participants

should complete the bank account details form and submit it to HREYN. Bank transfers can only be made to the participant's own or their organisation's bank account.

To receive the reimbursement of travel expenses, participants are required to provide two kinds of proof:

1. The proof of travel (tickets, boarding passes, other types of travel documents);
2. The proof of payment (for online purchase - itinerary with clearly indicated expense report (invoice, bank statement) (for the purchase made through the offline merchant - invoice, itinerary and the receipt, or a payment order from the bank).

Failure to present any of these documents may result in the refusal of your travel reimbursement. You may be requested to translate the documents in English. We expect that travel documents are valid and correct. Please make sure you follow the instructions provided by the organisers. Any kind of purchase backed with a fake document or document missing information will be disqualified for reimbursement.

V TRAVEL BUDGET

Travel costs which exceed the limit will be the responsibility of the participants or the sending organisations. For example, if the budget for travel costs per participant is €300 and the total costs for the travel is €400 per participants then the reimbursement will be €300 and the costs for each participant is €100 payable by the participant or the sending organisation. If the budget for travel costs to €300 and the actual travel expenses are €200 then the participant or sending organisation will receive a reimbursement of €200 and therefore the final contribution of the participant or sending organisation is zero.

VI CANCELLATION

Cancellation is a heavy burden for HREYN, when a participant cancels that means that project budget will be deducted and the organisation still has to cover the liabilities (accommodation, staff fees...). In case of cancellation, the participant should immediately inform HREYN. HREYN will bear no responsibility to reimburse the travel costs.