



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 Events 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 airfares as well as any other local/ground transport costs.**

Travelling from	Travel limit
Within Europe	€ 450
Israel/Russia	\$ 760
U.S./Canada East Coast	\$ 1000 (Chicago, DC, NY, Boston, Toronto, Montreal etc.)
U.S./Canada West Coast	\$ 1500 (Vancouver, Seattle, SF, LA, Arizona, Colorado etc.)

For other points of departure, please consult the CEPR Events Team. All limits are based on events taking place within Europe. Where the event takes place in the US, the reverse limits will apply.

Air Travel

In all cases, **only economy airfares 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 event 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 Events 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 Events Team has granted **prior approval** for this. Participants choosing to travel to a CEPR conference in their own car may claim mileage reimbursement at £0.45 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 Events Team and local organisers often negotiate discounted rates with hotels used for conference participants and usually cover these hotel nights directly (rates and suggested number of nights will be communicated in the confirmation email or in the Local Information guide for the meeting). An extra night's hotel stay must be approved by CEPR's Events Team **in advance** of travel.

Where accommodation is not paid for directly, participants should pay for their hotel room and include this in their expense claim. Additional nights at the hotel, 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 organisers, participants may claim up to €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.

CEPR can cover reasonable costs incurred in the process of obtaining a visa, on a case by case basis. **Please notify the Events Team in advance** of any costs you think you need to incur to obtain the visa so that they can be pre-approved in the budget. **Only costs with relevant receipts can be reimbursed.**

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 miss the conference, will not be reimbursed for any travel expenses incurred.

It is a participant’s own responsibility to travel with appropriate travel insurance. CEPR assumes participants cover their travel insurance more advantageously via annual policies instead of single trip insurance and therefore cannot reimburse such a fee through our travel reimbursement process.

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 event has taken place. **Please complete the form electronically as soon as possible and before the deadline, returning it (preferably via email) to CEPR with (scans of) ticket stubs and other receipts.**

CEPR holds € and \$ accounts within the UK clearing house systems. We are able to make payments by cheque, or bank transfer. Note that for a Euro or US Dollar bank transfer, **the beneficiary bank will deduct a fee** from the transferred amount. Since our US Dollar cheques are drawn from our bank in the UK, **some US Banks will refuse, or charge a high fee, to cash it in.** You are advised to check with your bank first before sending your claim. CEPR’s own bank charges are covered by CEPR.

We cannot process Euro or USD 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 Events Team at CEPR:

Nadine Clarke, Head of Development and Events. Tel: 00 44 (0) 207 183 8810, Email: nclarke@cepr.org

Amanda Vincent-Rous, Senior Events Officer. Tel: 00 44 (0) 207 183 8808, Email: avincentrous@cepr.org

Chloe Smith, Events Officer. Tel: 00 44 (0) 207 183 8804, Email: csmith@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