

TRAVEL & ACCOMMODATION RULES

Arrival and departure dates and the number of nights covered by EACS are clearly indicated in the invitation letter to the meetings. All expenses shall be subject to prior approval in advance by the EACS Secretariat before being incurred. The rules below do not apply to the European AIDS Conference.

Travel

Booking

In order to minimise the environmental impact of travel, consideration should be given to low-carbon travel whenever possible. We therefore encourage travellers to favour trains over planes for destinations that can be reached within 4/6 hours and to avoid car transportation, which should be used only when no reasonable alternatives exist.

If travelers are attending an **EACS event/internal meetingⁱ**, the EACS Secretariat will appoint an agent to organise their travel. All travelers will be offered a return ticket for the least expensive direct route to their destination. Connections and one-stop flights may be proposed to travelers when they are not unreasonable in time loss. Airline preference for frequent traveler mileage points accumulation will not be taken into consideration. Travelers who want to be selective with their airlines will be requested to cover for any cost difference. EACS will take into consideration preferences based on significant schedule constraints or airline safety concerns.

Should travelers need to book their own flight for compelling reasons, we ask them to follow the reimbursement rules below.

If the trip is beyond the EACS event/internal meeting official dates or if additional stops should be booked, we ask travelers to make their own arrangements following the reimbursement rules below.

Taxi or public transportation costs are not covered or eligible for reimbursement, except for Steering/Scientific Committees, Faculty and Governance meetingsⁱⁱ attendees. For the latter, please refer to the reimbursement rules below.

If travelers are attending a **collaborative meetingⁱⁱⁱ**, they will book their own flight and should follow the reimbursement rules below. Taxi or public transportation costs are not covered or eligible for reimbursement.

Fellows enrolled in an EACS exchange programme will arrange their travel by themselves according to the reimbursement rules below.

Reimbursement rules

Flight/train reimbursement will be based on the most economical direct route. The arrival and departure locations must correspond to the event/meeting organised by EACS. The maximum amounts reimbursed are **200 Euros for national trips, 600 Euros for European trips and 1500 Euros for intercontinental trips**.

Where travelers exceed their allowance without authorisation, EACS will cap their claim at the relevant limit. Travelers must take advantage of early booking fares rather than purchasing tickets near to departure.

Extra costs for additional stops or special class trips as well as rebooking or insurance fees will not be reimbursed.

When travel to any EACS meeting/collaborative meeting is combined with personal travel, reimbursement is limited to the roundtrip cost of the ticket only, as if no personal travel had been added. Any additional cost incurred for personal travel is at the expense of the travelers.

Should travelers choose to drive in a private car, they will be reimbursed for the mileage at a rate of thirty-seven zero seven Euro cents/km (€0.4269), based on a return trip from their hometown to the event/meeting location, with a maximum reimbursement of 200 Euros for a return trip.

EACS does not reimburse car rental unless EACS has granted prior approval for it.

For Steering/Scientific Committees, Faculty and Governance meetings attendees, reasonable transportation expenses between the airport/train station and the meeting site may be eligible for reimbursement, as well as reasonable parking fees at the meeting site.

Hotel

Booking

If travelers are attending **an EACS event/internal meeting**, the EACS Secretariat will organise accommodation in a given hotel for the period of the meeting. Arrival and departure dates and covered night(s) will be clearly indicated in the EACS event/meeting invitation.

EACS will only consider paying for an extra night if the savings incurred (airfare plus hotel costs) are substantial and only in the cases that flights/trains do not allow to arrive or leave on the given dates. An extra night at the hotel must be approved by EACS in advance of the trip.

Should travelers need to book accommodation in a different hotel for compelling reasons, we ask them to follow the reimbursement rules below.

If travelers are attending **a collaborative meeting**, they will book their own accommodation and should follow the reimbursement rules below.

Reimbursement rules

Hotel fees are covered up to 150 Euros per night incl. VAT & breakfast. If a hotel with higher rates is selected, the difference will be at the travelers' own expense. Hotel is covered for the period of the meeting only and stated in the invitation letter sent by EACS.

Any extra charges, such as mini-bar, phone calls, restaurant bills, double occupancy of rooms, parking tickets, food & beverage, etc. will not be covered.

Liability and Insurance

By registering for an EACS event/meeting, participants accept that the Association assumes no responsibility for medical, travel, or personal insurance. Participants are advised to take out their own insurance policies.

Contact:

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ⁱ EACS events/internal meetings include the conferences, meetings, courses and internal meetings organised by EACS which are not Governance meetings. This does not include the European AIDS Conference.

ⁱⁱ Only expenses for Governance meetings (i.e. internal meetings of the EACS Bureau, Governing Board) that are not organised during a conference are eligible for reimbursement. Invitations to these meetings specifically mention what is covered by EACS.

ⁱⁱⁱ Collaborative meetings are meetings, such as joint sessions, etc., that are held within the programme of a conference organised by another organisation.