

## EFP INTERNAL TRAVEL POLICY

Approved by the Executive Committee

April 2019

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Written by: Sharon Legendre, Monique Danser

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### **Context:**

For the first time the President of the EFP has received an invitation for a young researcher to participate in a congress in Japan. The EFP is going to integrate International country members and will be faced with more invitations of this type in the future.

There is a clear necessity to implement an internal Travel Policy to help control costs and respond adequately to more EFP travel demands.

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### **Application:**

This travel policy is to be applied by the members of the Executive Committee, the EFP employees/providers and any person that has been officially named by the EC to represent the Federation in an event.

All requests of flight bookings, train fares, car rental and hotel reservations should be done with **as much advanced time possible** in order to obtain the best possible rates.

Will be accepted, within the combination of options existing, **the most economical ticket** or reservation, adjusting with the requirements of the journey.

The traveller will check his journey through the EFP office.

If the trip is cancelled due to personal circumstances the EFP will not take charge of those costs.

**Expenses that do not follow the travel policy and are not correctly justified will not be reimbursed.**

### **Control:**

The EFP office will be in charge of applying the conditions set in this document. Any exception to this document will need the written approval from the EFP Treasurer and Secretary General.

The travel requirements of the EFP staff (EFP official providers and full-time employees) will need to be authorized previously by a member of the EC with the approval of the EFP Treasurer.

### **Rules:**

Flight tickets:

- Flights of less than 5 hours will be non flexible economic flights
- Long hall flights (above 5 hours): cost of long hall flights must be submitted to the Treasurer for approval prior to travel otherwise they will not be reimbursed.

When possible, special offers existing within conventional companies or low cost companies should be considered.

Frequent flight flyer cards should be mentioned and used when possible.

**Train tickets:** Standard fairs

**Car rentals:** Group B, economical 5 doors  
(costs to be approved by Treasurer)

**Hotels:** Double individual (DUI) use in hotel of up to 4 stars

**Personal Car journeys:** 0.60 euros/km.

All receipts should be submitted the latest 14 days after the end of the travel to the EFP office. Receipts should be originals and send by Post mail to the EFP office.

Address:

Regus offices

Monica Guinea  
Avenida Doctor Arce, 14, Oficina 36  
Madrid 28002 Spain