European Federation of Periodontology

GUIDELINES ON TRAVEL ARRANGEMENTS AND ACCOMMODATION FOR EFP EXAMINERS

European Federation of Periodontology

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1. SCOPE

This SOP defines the standard process for arranging travel, accommodation, and related logistics for the European Federation of Periodontology (EFP) examiners to ensure consistency, clarity, and a smooth experience for visiting faculty.

This procedure applies to all EFP examiners visiting universities and clinics for examination or support activities, including travel, accommodation, local transport arrangements and reimbursement processes.

2. DEFINITIONS

- **EFP Examiner:** Member of the EFP Education Committee participating in examination or related educational activities at a host institution.
- **Institution:** The host university or clinic responsible for organising, coordinating, and funding the visit of EFP Examiners.
- **Visit:** The period during which EFP Examiners are engaged in examination, support, or related activities at the host institution, including associated travel days.
- **Transfers:** Local transport arrangements between airports, train stations, accommodation, and the examination site.

3. NOMINATION PROCESS

Examiners are appointed by the Chair of the EFP Education Committee (EFP-EdC).

Following confirmation of appointments, the EFP-EdC communicates the names and contact details of appointed Examiners to the institution.

4. RESPONSIBILITY

The institution is responsible for ensuring that all administrative and logistical arrangements related to the visit are properly coordinated and communicated to EFP Examiners in advance.

EFP Examiners shall not be required to resolve outstanding logistical or organisational matters upon arrival.

5. CONTACT

The institution shall designate a Coordinator to act as the primary contact person and to provide support throughout the visit. The Coordinator's contact details must be shared with the EFP Examiners prior to their arrival.

Both the institution and EFP Examiners may contact the EFP-EdC at education@efp.org for support at any stage of planning or during the visit.

6. PROCEDURE

Two arrangements may be followed depending on institutional preference.

6.1. Institution-arranged travel

Flights are agreed with the EFP Examiner and booked by the institution.

All transport including airport transfers, accommodation, and local travel during the visit are arranged and covered in advance by the institution.

6.2. Visitor-arranged travel

The EFP Examiner books travel independently. The institution reimburses eligible expenses upon submission of valid receipts and required documentation

7. TRAVEL AND LOGISTICS

7.1. Visas

When required, the institution shall provide full support for the visa application process required for EFP Examiners, including the provision of necessary documentation and coordination with relevant authorities.

All costs associated with visa applications, including fees and related administrative expenses, shall be covered by the institution.

7.2. Transportation

Travel arrangements for EFP Examiners shall be made according to the duration of the journey.

For travel durations of less than four (4) hours, transportation may be arranged in standard economy class. For travel durations exceeding four (4) hours, transportation shall be arranged in business class.

7.3. Transfers

Transfers to and from the examination site shall, as a general rule, be arranged by taxi. Any alternative transfer arrangements may only be made with the prior agreement of the EFP Examiners.

This applies to all movements between accommodation and the examination site, as well as transfers to and from airports or train stations.

7.4. Accomodation

Hotel accommodation should be arranged with priority given to convenience and proximity to the examination site, ensuring efficient access for EFP Examiners throughout the visit. Hotels should be selected to minimise travel time and support smooth daily operations.

All meals during the assignment are covered by the institution.

8. EXPENSE ELIGIBILITY

Eligible expenses may include transportation from the country of origin to the examination location, transfers by taxi or other pre-approved transport, visa-related costs, and all meals during the visit.

9. REIMBURSEMENT PROCESS

Reimbursements require valid receipts and must comply with the institution's financial procedures.

Claims should be submitted within the specified deadline set by the institution and communicated to EFP Examiners at the beginning of the process.

10. INSURANCE AND LIABILITY

The institution shall ensure that appropriate insurance coverage is in place for EFP Examiners during the duration of the visit and related travel activities. Such coverage may include travel, accident, and personal liability insurance, in accordance with the institution's policies and applicable local regulations.

The institution shall communicate the scope of coverage and any relevant procedures to the EFP Examiners prior to travel.

11. REVIEW

This SOP shall be reviewed periodically to ensure alignment with institutional practice and feedback from visiting EFP Examiners.