

IZA/CEPR

14th European Summer Symposium in Labour Economics 2012

**CEPR CONFERENCE TRAVEL & SUBSISTENCE
REIMBURSEMENT POLICY**

3. Meals

Refreshments and meals will be provided during the meeting.

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.

Please note that it is a participant’s own responsibility to obtain any appropriate visa/s that may be required for certain countries. 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 consequently miss the meeting, will not be reimbursed for any travel expenses incurred.

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 meeting has taken place. **Please complete the form electronically as soon as possible and return it (preferably via email) to CEPR with (scans of) ticket stubs and other receipts.** We need to submit final accounts to our sponsors, who typically impose strict deadlines. We need your help in meeting these deadlines and ask that you **submit your claim within three months of the meeting** (or by the deadline indicated in the conference material if this is different). After this time, we will not normally be able to reimburse you.

CEPR holds accounts within the UK and USA clearing house systems. We are able to make payments by Sterling cheque, US dollar cheque, Euro cheque, Sterling bank transfer or Euro bank transfer. (Sterling and dollar payments are available only to residents of the UK and US respectively) **Note that for a bank transfer, the beneficiary bank may deduct a fee from the transferred amount.** From November 2009, CEPR’s own bank charges will be covered by CEPR.

We cannot process Euro 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 Meetings Team at CEPR:

Nadine Clarke
Meetings Manager
Tel: 00 44 (0) 207 183 8808
Email: nclarke@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