

## CEPR CONFERENCE TRAVEL & SUBSISTENCE REIMBURSEMENT POLICY

### Remember

- Double check that you have been offered travel and/or accommodation funding before sending in your claim.
- Make sure you have receipts for everything you claim.
- Make sure your bank details are correct. Each failed bank transfer costs CEPR a banking fee of €10 or more.

### 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 to attendees who have been offered travel funding. **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 communications. **All travel limits mentioned are intended to cover airfares as well as any other local/ground transport costs.**

Travelling from	Limit for events in Europe	Limit for events in Israel/Russia/Middle East	Limits for events in U.S./Canada East Coast	Limits for events in U.S./Canada West Coast or ROW
Within Europe	€ 450 Euros	\$ 760 U.S. Dollars	\$ 1000 U.S. Dollars	\$ 1500 U.S. Dollars
Israel/Russia/Middle East	\$ 760 U.S. Dollars	\$ 500 U.S. Dollars	\$ 1000 U.S. Dollars	\$ 1500 U.S. Dollars
U.S./Canada East Coast	\$ 1000 U.S. Dollars (Chicago, DC, NY, Boston, Toronto, Montreal etc.)	\$ 1000 U.S. Dollars	\$ 500 U.S. Dollars	\$ 1000 U.S. Dollars
U.S./Canada West Coast and other Rest of the World locations (e.g. Asia/Australia)	\$ 1500 U.S. Dollars (Vancouver, Seattle, SF, LA, Arizona, Colorado etc.)	\$ 1500 U.S. Dollars	\$ 1000 U.S. Dollars	\$ 500 U.S. Dollars

For other points of departure, please consult the CEPR Events Team.

## Air Travel

In all cases, **only economy or economy-flex 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.

Recommended arrival and departure dates will be clearly signalled in the conference communications. 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 nearer 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 GBP 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.**

## Covid-19

Where airlines or rail companies offer a flexible rate, which is above the cheapest economy fare, but below a business or first-class fare, CEPR can cover the flexible fare to allow for last-minute changes in plans, provided the overall travel limit is not exceeded.

**In all cases, it is advised that tickets are not purchased until specific conference communications have been made confirming an event will go ahead on location.**

Where an event has to be cancelled at short-notice (up to 3 weeks before the scheduled start date of the event) due to Covid-19 restrictions or other external circumstances, CEPR can only reimburse those travel costs that are irrecoverable from airlines or through travel insurance by the participant themselves. We ask that participants exhaust all alternative routes of reimbursement before sending their claim to CEPR.

## 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 included in the conference communications). 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

If claims are processed through CEPR, you will receive instructions on how to do so electronically.

CEPR holds € and \$ accounts within the UK clearing house systems. We can make payments by cheque in GBP and EUR only (we no longer issue USD cheques). Bank transfers can be made in GBP, EUR and USD. Note that for a Euro or US Dollar bank transfer, **the beneficiary bank will deduct a fee** from the transferred amount. CEPR’s own bank charges are 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** or USD bank transfers without **an account number and routing number** and omitting them will cause **delays** in the reimbursement process as well as unnecessary **banking fees**.

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](http://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. Email: [nclarke@cepr.org](mailto:nclarke@cepr.org)

**Mandy Chan**, Senior Events Officer. Email: [mchan@cepr.org](mailto:mchan@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.**