



REVISED NOTES FOR CLAIMANTS

PLEASE READ THIS DOCUMENT CAREFULLY - IT AFFECTS YOUR ENTITLEMENT TO REIMBURSEMENT

You will receive an **Expense Claim Form** prior to, or at, the meeting to reclaim expenses incurred from your participation. Please complete the form as soon as possible and return it to CEPR with ticket stubs and other receipts. We need to submit final accounts to our funders and sponsors, who typically impose strict deadlines. We need your help in meeting these deadlines and ask that you **submit your claim within SIX WEEKS of the meeting**. After this time, we will normally be unable to reimburse you.

When CEPR invite you to a meeting, we specify the expenses that we will reimburse. If, after receiving an invitation, you have any questions concerning these expenses, you should contact the Meetings Manager as soon as possible and well in advance of the meeting. Unauthorized items will be deducted from your claim, and its processing will be delayed.

1. PAYMENTS

Two modes of payment are available:

1. By sterling cheque drawn on a UK bank, mailed to your address.
2. By dollar cheque drawn on a US bank, mailed to your address.
3. By euro cheque drawn on a UK bank, mailed to your address.

****** Please note that any participant who requests payment by direct bank transfer or foreign currency bank draft will incur any associated bank charges. ******

We will pay you within 8 weeks of receiving your claim.

2. TRAVEL COSTS

Air Travel

- ◆ We will ONLY reimburse claims for the Eurobudget fare (for intra-European travel), standard economy return (for travel within a country) or the full economy fare (for intercontinental travel) and in no circumstances Club, Business or First Class fares.
- ◆ With the advent of 'no-frills' airlines and the abundance of cheap airfares, it is now possible to travel within Europe and not stay over on a Saturday night. If you are able to obtain a cheap airfare without the requirement of staying over on a Saturday night, we will reimburse your full airfare, provided that it is the equivalent or cheaper than a normal airfare with a Saturday requirement.
- ◆ If you submit claims for air travel that do not comply with the economy fare rules, your reimbursement from CEPR will be adjusted to that budget or discount fare that we believe you could have obtained. If you believe that there are EXCEPTIONAL circumstances, please contact the Meetings Manager well in advance of the meeting, who must authorize such airfares.

Rail travel

We will reimburse first class rail fares only if these are less than the corresponding airfare (not normally within a country), and only if authorized in advance.

- ▼ You may claim a reasonable sum for transport expenses to and from airports. We expect you to use public transport from your home/office to your local airport and from the airport to the meeting venue or hotel. Only in EXCEPTIONAL circumstances will we consider the reimbursement of taxi fares.
- ◆ Rail travel costs claimed must not exceed the *second class* return fare (please keep your ticket(s) as proof of purchase, or ask for a written receipt); and this also applies to public transport from the terminus to the site of the meeting.
- ◆
 1. Anyone travelling by private car within the UK will be reimbursed £0.23 per mile where it is also possible to travel by public transport; and £0.35 per mile where public transport is not available.
 2. Anyone travelling by private car outside the UK should claim the *second class* rail fare applicable to the journey.
 3. Reimbursement for hire car costs will not be allowed unless authorized in advance.
- ◆ Car parking costs will be reimbursed to the equivalent of public transport costs, to and from the airport of origin.
- ◆ Car rental will not be reimbursed unless authorized in advance.

3. SUBSISTENCE

Overnight Allowance

- ◆ Accommodation costs will be met only when these have been offered by CEPR before the meeting. Participants attending meetings that require an overnight stay will be informed in advance of the maximum number of nights for which they may claim. There may be scheduling problems that are unknown to the Centre: if these do exist, and the number of nights in a specified hotel offered is too few, you should inform the Centre when you return your reply form.
- ◆ We will normally make hotel reservations on your behalf. Participants wishing to extend their stay or to bring companions, may ask for suitable reservations to be made on their behalf, but will be responsible for meeting the additional costs. Participants who make their own hotel reservations will be reimbursed at actual cost, or at the cost that would have been incurred had they used accommodation booked by the Centre, whichever is the lower.
- ◆ You will normally be asked to pay your hotel bill prior to departure and reclaim the agreed expenses on the claim form, although this does vary so you should check your local information document for guidance.

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 organizers, participants may claim up to a maximum of £10 per lunch and £20 per dinner for the 2 days, provided the claim is supported by receipts.

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.

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.

If you have any questions relating to the submission of your claim, please telephone the Meetings Manager at CEPR on (44) 20 7878 2907.