***INTERNATIONAL travel***

**Dear Participant/Speaker/Expert,**

Your journey to the conference can be arranged in one of the two ways.

You can choose to arrange and pay for your travel arrangements directly, and then seek for reimbursement by the organizer. You can also request the organizer to handle all your travel arrangements and payments. Please find some time to get acquainted with the following travel possibilities to choose the most convenient to you.

1. **Travel by air**

Journeys covering distances of more than 400 km (one way) may be made by air. Booking fees and the cost of air travel in economy class are eligible, using the cheapest fare available. Where a class other than economy is used, expenses are eligible up to the amount of the economy class fare. In such case the beneficiary will submit a certificate issued by the transport company. In exceptional cases, business class may be permitted for:

− flights of four hours or more without stopovers;

Travel expenses **will be reimbursed on presentation** of the following original supporting documents for the journey:

− copies of flight tickets with the price, class, date and participant’s name;

− boarding passes;

− other relevant invoices; and

− in the case of online bookings, a printout of the electronic reservation.

1. **Travel by train/bus**

Travel costs are reimbursed on the basis of the shortest and most economical route between the departure point stated in the invitation and the place where the event takes place. **Travel expenses are reimbursed on presentation of the following supporting documents:**

− ticket indicating price, class and date; and

− travel agency invoice/printout of the electronic reservation (if any) on the basis of the first-class rail fare, including the cost of seat reservations, transport of necessary luggage and any supplements for express trains.

1. **Travel by car**

Car travel costs (including company car) are reimbursed on the basis of a flat fee of 0,22 EUR per 1 kilometre for the shortest and the most economical route. Other expenses, e.g. toll fares, parking fees, etc., are not refundable. Travel costs refund will take place upon receiving completed and signed ‘Vehicle Log Sheet‘ form and ‘Personal and financial data for reimbursement” form – (available at *<http://katowice.szkolapolicji.gov.pl/spk/aktualnosci/banery/79457,OLAF-HERCULE-III.html>)*

***Please state your travel preferences on the next page by choosing one of the options.***

**Dear Organiser,**

I choose to arrange travel to Katowice, Poland to a conference “*Protection of the financial interests of the EU – common obligations* and challenges” directly for Mr/Ms…………………….. and then seek for your reimbursement.

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*(Date) (Signature)*

***Kind regards,***

[Name of Expert/Speaker/Participant]

[Contact Details]

I kindly ask you to arrange travel to Katowice, Poland to a conference **“***Protection of the financial interests of the EU – common obligations and challenges*”for Mr/Ms………………………………………..

|  |  |
| --- | --- |
| Name (as shown in ID/passport): |  |
| Nationality: |  |
| Address (paper ticket shall be sent): |  |
| Email (e-ticket shall be sent): |  |
| Means of transport: | plane/train/bus/coach |
| Departure airport / station: |  |
| Preferred arrival date: |  |
| Preferred arrival time: | morning / afternoon |
| Preferred departure date: |  |
| Preferred departure time: | morning / afternoon |
| Preferred carrier (s): |  |

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*(Date) (Signature)*

***Kind regards,***

[Name of Expert/Speaker/Participant]

[Contact Details]

***Please send completed and signed scan the following email:*** [**projekty@spkatowice.policja.gov.pl**](mailto:projekty@spkatowice.policja.gov.pl)