



## **CEPR CONFERENCE TRAVEL & SUBSISTENCE**

### **REIMBURSEMENT POLICY**

In an effort to continue to offer the maximum number of conferences and to include as many participants as possible with limited funding for travel, CEPR is updating its travel reimbursement policy. Participants are advised to review the following carefully, prior to making their travel plans, so as to ensure the maximum reimbursement for their claim.

#### **Travel to/from the conference**

##### **Air Travel**

With the advent of budget airlines in Europe, it is now possible to obtain very inexpensive fares without staying over a Saturday night. For conferences in locations well served by cheap routes, participants will be expected to return home on evening that the conference concludes (For example, for a conference which finishes on a Saturday afternoon, participants will be expected to return home that evening where possible). These meetings will be clearly signalled in the CEPR meeting description. In these cases, CEPR will only consider paying for an extra night in a hotel if the savings incurred (airfare plus hotel costs) are substantial. For these meetings, an extra night's hotel stay must be approved by CEPR's Meetings Team in advance of travel.

For conferences less well served by air routes, a Saturday night stay may still be required. Again, this will be signalled in the meeting description. Participants choosing to leave earlier will be reimbursed to the level of the equivalent lowest fare with Saturday night stay.

In all cases, full economy (coach) airfares will not 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 corresponding discounted coach fare.

Tickets bought 21 days ahead of travel are usually substantially cheaper than closer to departure. Participants who make their reservations less than 21 days ahead of time will be reimbursed at the level of the discounted fare with 21 days of advance notice, unless prior approval is granted by the CEPR Meetings Team. Note that for budget carriers, such advance booking may not have much effect, but this is particularly important for travellers from the US and Canada.

##### **Air Travel Fare Limits**

The following table represents the maximum amount of reimbursement for air travel to conferences in Europe. Any exceptions must be approved by the CEPR Meetings Team in advance. Where participants exceed this limit without authorisation, CEPR will reimburse participants to the limit below.

Travelling from	Air fare limit
Within Europe	€ 250
Israel	€ 700
U.S./Canada East Coast (etc.)	\$ 700 (Chicago, DC, NY, Boston, Toronto, Montreal etc.)
U.S./Canada West Coast (etc.)	\$ 900 (Vancouver, Seattle, SF, LA, Arizona, Colorado etc.)

Other points of departure – please consult the CEPR Meetings Team.

### **Rail Travel**

Participants electing to travel by train must take advantage of early booking fares, where this is cheaper than purchasing tickets near to departure. Reimbursement is made for second-class travel only.

### **Car Travel**

CEPR does not reimburse car rental. Participants choosing to travel to a CEPR conference in their own car may claim mileage reimbursement at £0.23 per mile for the roundtrip, up to the price of a second-class advance railfare from their home to the conference.

### **Local Ground Transportation**

CEPR will make a contribution to local transportation costs, up to a maximum of €50. Any excess costs incurred are the responsibility of the participant and will not be reimbursed.

Local ground transportation costs may include the use of airport shuttles, buses, trams, metros, trains and taxis, and cover both travel from home to airport/train station as well as travel at the conference venue. Original receipts must accompany the claim. Car journeys from home to airport or train stations will be reimbursed at £0.40 per mile. In many cases, CEPR conference local organizers provide transfers from the airport to the hotel. Participants are required to use these, wherever possible. Participants are also strongly encouraged to use public transportation. The savings from doing so permit CEPR to offer travel reimbursement to more participants, and to hold more events.

In rare cases, a meeting is situated in a venue where local ground transportation costs are unusually high. The Confirmation Letter sent to participants eligible for travel reimbursement will state if an exception has been made for a higher maximum amount for local ground transportation for the meeting in question.

### **Internet Travel Websites**

There are hundreds of travel websites on the Internet which can enable you to obtain cheap fares, but there does seem to be a difference between the level of information each site can provide, whether the company is subject to the rules of a travel regulator/s, how 'user-friendly' the site is and how easy it is to actually make a booking. In addition, some aggregating travel sites do not quote fares for budget airlines. Please consult the budget airline's own website directly to see if they serve your local airport. CEPR has conducted limited research into travel sites available (although the landscape changes daily!). Please see the appendix at the end of this document for a brief guide to Internet travel sites.

## Travel Agents

It is important to note that you can still book your travel through the CEPR dedicated travel agents, Joint Venture Travel (for European based travel) and Navigant travel, (for USA based travel). In some cases this may be advantageous for you. The above guidelines for reimbursement still apply to journeys booked through Joint Venture and Navigant. Their details are:

<b>Joint Venture Travel</b>	Tel:	(44) 1494 738 200
77 Woodside Road	Fax:	(44) 1494 721 460
Amersham	Email:	sarah.walsh@travelstore.com
HP6 6AA		John.lesirge@travelstore.com
		Alain.gherson@travelstore.com

Dedicated Account Team: Sarah Walsh, John Lesirge and Alain Gherson

<b>Navigant</b>	Telephone Number:	(1 617) 864 3600 (within Massachusetts)
Travel Agency	Toll-Free Number:	1 800 370 6664 (outside Massachusetts)
3 Bow Street	Fax Number:	(1 617) 354 7027
Harvard Square	Web:	<a href="http://www.navigant.com">http://www.navigant.com</a>
Cambridge	Email:	georgialeesimko@ne.navigant.com
MA 02138		
USA		

Dedicated Account Manager: Georgia Lee Simko

## Accommodation

The CEPR Meetings Team and local organizers negotiate discounted rates with hotels used for conference participants. Frequently, these are paid for directly by the organizer for the minimum number of nights required to attend the meeting (this will be made clear in the Local information guide for the meeting). Where this is not the case, participants should pay for their hotel room and include this in their expense claim. Additional nights at the hotel beyond the number specified for the meeting, or additional costs incurred for bringing a partner will not be reimbursed.

On checkout, participants must pay for their room for any incidental charges - room service, movies, phone charges, etc. - and additional nights. These charges will not be reimbursed.

### 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 organizers, participants may claim up to a maximum of €15 per lunch and €30 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.

## 5. Submitting a Claim/Payment

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 three months of the meeting** (or by the deadline indicated in the conference material if this is different). After this time, we will normally be unable to reimburse you.

### CEPR Payment Methods and Bank Charges

CEPR holds accounts within the UK and USA clearing house systems. We are able to make the following payments and an indication of our bank charges that will be passed on to you is given. (Sterling and dollar payments are available only to residents of the UK and US respectively)

Transaction type	Our bank fees
Sterling cheque (UK residents only)	No known fees
Sterling bank transfer to UK sterling account (UK residents only)	No known fees
Sterling bank transfer to any other account (UK residents only)	Minimum fee £10
Euro cheque	No known fees
Euro bank transfer to any account	Minimum fee €17
US dollar cheque (US residents only)	No known fees

Bank fees are deducted from your claim. Note that your receiving bank may add additional charges.

We regularly review our banking arrangements and seek to keep any charges as low as possible.

*It would be helpful if you are able to provide a paying in slip for your bank account*

*Any non-UK accounts should have IBAN and IBIC numbers. Please note that banking fees are lower if these are provided.*

#### Changes to default payment of expense reimbursement

Due to changes in the way CEPR is paid by the European Commission and others, we now incur substantial Foreign Currency exchange fees when making payments in currencies other than Euro. In order to minimise these, we are now implementing a policy of paying reimbursements in the currency of your country of residence. We hope that this does not inconvenience you and ask that you understand our commitment to minimising costs so that our expenditure maximises economic research and its dissemination.

#### **6. Contact**

If you have any questions relating to the submission of your claim, please contact the Meetings Manager, Rachel Bedford, at CEPR on:

Tel: 00 44 20 7878 2907

Email: [rbedford@cepr.org](mailto:rbedford@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.

#### UK

##### [www.expedia.co.uk](http://www.expedia.co.uk)

This is a UK based website but has versions for the USA, Canada, Australia and Germany. The site includes all of the usual features such as reservation and purchase of airline tickets and reservation of hotels and rental cars. There are 200 city maps available to view and destination research facilities. The site is informative, easy to use and there are customer support agents available 24 hours a day.

##### [www.travelocity.co.uk](http://www.travelocity.co.uk)

This is a UK based website but tickets can be purchased from within other countries. E-ticketing is available on some flights and there is an option to have your tickets processed by your local Sabre travel agency, although this may incur extra costs. Once registered, the site is extremely easy to use. Hotels and cars can also be booked from this site.

##### [www.ebookers.com](http://www.ebookers.com)

This has sites for the UK, France, Germany, Ireland, Switzerland, Finland, Norway, Sweden, Denmark, Netherlands and Spain and offers flights to various worldwide locations.

There are also various airlines that offer inexpensive flights:

##### [www.buzzaway.com](http://www.buzzaway.com)

A subsidiary of KLM, Buzz offers very competitive deals to cities throughout Europe. The site provides on-line reservations, guides to each city and is available in English, German, French, Italian, Spanish and Finnish. Most advertised flights are to and from British airports only.

##### [www.go-fly.com](http://www.go-fly.com)

Go is a subsidiary of British Airways and offers 'no frills' flights between Britain and the rest of Europe. This site provides on-line reservations, information on hotels, car hire, travel insurance and trains at negotiated rates for Go travellers. Again the language of the site can be changed.

##### [www.ryanair.com](http://www.ryanair.com)

This airline offers some of the lowest prices in Europe and the site also offers some useful links and destination information.

##### [www.easyjet.com](http://www.easyjet.com)

Again this offers competitive prices on flights throughout Europe as well as informative city guides.

##### [www.flybmi.com](http://www.flybmi.com)

Low cost flights across Europe and in particular to Ireland.

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](http://www.alitalia.it)

#### **SWEDEN**

[www.nymans.se](http://www.nymans.se)

[www.travellink.se](http://www.travellink.se)

#### **SWITZERLAND**

[www.reisemaus.ch](http://www.reisemaus.ch)

[www.travel.ch](http://www.travel.ch)

[www.ferien.ch](http://www.ferien.ch)

[www.kuoni.ch](http://www.kuoni.ch)

[www.traveldocs.com](http://www.traveldocs.com)

#### **GERMANY**

[www.expedia.de](http://www.expedia.de)

#### **FRANCE**

[www.vols.degriftour.net](http://www.vols.degriftour.net)

#### **USA**

[www.onetravel.com](http://www.onetravel.com)

This site is very simple and easy to use and there is no need to register. If you choose to buy a flight your tickets can be delivered to you by local courier within the US or E-Tickets are available which means you simply present the confirmation number when checking in at the airport. Hotels and car rentals can also be booked through this site.

[www.trip.com](http://www.trip.com)

Once registered on this site it is possible to search a highly detailed database on almost anything travel related. The flight booking system is a little complicated but comprehensive. Flight details can be obtained for every major world destination. There is also an online travel guide including maps, airport guides, currency guides, travel destination guides and a world clock.

[www.priceline.com](http://www.priceline.com)

This website allows you to state your own price for a ticket. The more flexible with dates and times you are the more likely it is that you will find a ticket at your price. You must give your credit card details before you see the flight details. If a ticket is found within your restrictions and at your price it will be bought and your credit card charged so you must be sure you can travel within the times you specify. It should take about 15 minutes.