

INTERUV Third Regional Conference
Joint study programmes – facilitator for university internationalisation in EU/EEA countries
and Western Balkans
Hague, 21 – 22 May 2014

FINANCIAL INFORMATION ON PARTICIPATION IN THE CONFERENCE

THERE IS NO FEE FOR THE PARTICIPATION IN THE CONFERENCE

If you are a representative of higher education institution selected to participate in the conference by your Erasmus Mundus National Structure (or Erasmus+ National Agency), the partial costs of your stay in the Netherlands will be reimbursed by the project coordinator (<http://www.interuv.eu/products/frse-poland1/>).

REIMBURSEMENT OF COSTS

The selected representatives of higher education institutions from Austria, Czech Republic, Estonia, Finland, France, Greece, Hungary, Italy, Latvia, Netherlands, Norway, Poland, Slovakia, Spain, United Kingdom and Croatia will be reimbursed from the project budget but **only upon presentation of a request for reimbursement**. It means that **the hotel in Hague will have to be paid by the participants themselves and project coordinating institution will reimburse it afterwards**.

ACCOMMODATION

The costs of accommodation up to **one night** will be reimbursed. **The maximum limit for the hotel price is € 130 per night.**

CURRENCY AND EXCHANGE RATE

The reimbursements will be done always in euro. If the costs are born in different currency, the INFOEURO exchange rate from September 2012 applies:
http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

SUBSISTENCE/PER DIEM

During the conference all participants will be offered coffee breaks, lunches and dinner on 21st May.

Please, note! Per diem will not be financed by the organizers.

REQUEST FOR REIMBURSEMENT

To receive the reimbursement of costs you are obliged to send the expense claim form together with invoice for the accommodation. In case you cannot provide original invoice certified copy is also accepted.

The request for reimbursement with supporting documentation must be sent to the INTERUV project coordinator till **6th June 2014** at the latest. **Failing to do so will lead to no reimbursement of the costs concerned.**

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