



**EUROPEAN  
PRACTITIONERS NETWORK  
AGAINST ANTISEMITISM**

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## Guidelines for reimbursement of travel expenses

We are happy to inform you that we will be able to cover your travel expenses for attending our EPNA events. To ensure a smooth reimbursement process, we are required to adhere to the guidelines provided by the German Foreign Office. Therefore, please find below the essential steps to follow when booking your tickets and submitting your reimbursement request.

We ask you to book your trip responsibly and remember that the money comes from public funds. **As a general rule, we cover 2nd class rail travel as well as public transport.** Exceptions to this rule can only be made on a case-by-case basis, so it is essential that you contact the EPNA team in advance by emailing [practitionersnetwork@dialogueperspectives.org](mailto:practitionersnetwork@dialogueperspectives.org). If you need to use other means of transport, please read the policy, and then contact us by email.

It's important that you send us all the necessary documents for reimbursement within four weeks after the event. You can do this by email ([buchhaltung04@dialogperspektiven.de](mailto:buchhaltung04@dialogperspektiven.de)) or by mail (Dialogperspektiven/EPNA, Christburger Straße 30, 10405 Berlin, Germany). Refunds will usually be processed within four weeks of receiving your complete travel documents. If you haven't received digital invoices, tickets, etc., please send us the originals. Please compile all digital documents into one PDF file.

**Before planning your trips, please read the following guidelines carefully:**

- 1. We will only reimburse second class or economy class rail or air travel. Up to €100 will be reimbursed for travel within Germany (domestic) and up to €300 for travel within Europe (international). Seat reservations and one piece of checked baggage will be accepted within the set limit.**

e.g.: We will not reimburse upgrades to first class, even if the upgrade was relatively cost-effective.

- 2. Please make sure to choose the cheapest connection and to ensure that your journey is as quick as possible within that time. There are two exceptions: Firstly, for environmental reasons, rail travel should be preferred even if it is slightly more expensive than air travel. This includes night trains.**

e.g.: You live in Stockholm and want to travel to a EPNA workshop in Berlin. You have the following options: A return train journey (8 hours door-to-door each way) for €220 or a return flight (6 hours door-to-door each way) for €190. In this case you would have to choose the first option, by train.

- 3. It is mandatory that you submit the original receipts from your trip, showing the original price. A photo or scan is not sufficient!**

e.g.: You received your train ticket digitally but later received an additional tram ticket in Berlin as a paper ticket from a ticket machine. You can send the train ticket in PDF format via email, but it is essential to hand in the original tram ticket via mail.

- 4. Please do not convert the amounts paid in your currency into Euros as this will be done by our administration department.**

Please note that due to daily exchange rates or bank fees, there may be differences between the amount refunded and the amount on your bank account.

- 5. Taxi or other private transport (Uber/Lyft etc) is not covered by our refund policy. Exceptions can only be made if there is no other viable option (and please note: the taxi or private transport can only be taken to the nearest public transport station in the exceptional cases described above) or in emergency situations. In both cases, you must consult with the EPNA team before making the decision to take a taxi or similar.**

e.g.: If your only chance of arriving on time is to take a very early flight and there is no public transport in your area at that time, you may wish to contact us beforehand to see if we can cover the cost of a taxi.

- 6. If you have no choice but to use your own car, you will be reimbursed a rate of 20 cents per kilometre travelled, up to a maximum of 130 euros.**

Parking tickets etc. are not refundable. In this case, please also contact the EPNA team before organising your travel.

- 7. We cover the cost of both certified companions and certified assistance dogs** as long as both the need and the certification are provided on time. Please email us in case of questions [practitionersnetwork@dialogueperspectives.org](mailto:practitionersnetwork@dialogueperspectives.org).
- 8. You can arrive earlier or leave later in certain situations.** If you need to arrive a day earlier or leave a day later due to limited transport options, please contact us before finalising your travel plans. Check with us to see if we can cover these extra days as part of our refund policy. Please find affordable accommodation before and after the seminar and let us know. We won't book accommodation for you on these extra days. If you arrive early or stay late without contacting us, we will not be able to cover it.
- 9. If travel to and/or from the event is not from your place of residence, please get in touch with us before booking your journey.**
- 10. In the event of flight cancellations or significant travel delays to and from EPNA events,** it is the responsibility of the travel provider (i.e. airlines, rail companies) to compensate for the delay caused. This also applies to accommodation issues. In general, travel providers are obliged to provide accommodation if travellers have to stay overnight due to travel disruptions.  
  
In case of trip cancellation due to reasons such as health issues, personal circumstances, seminar cancellations, or any other justifiable causes, with incurred costs that you would like EPNA to reimburse, we kindly request that you provide evidence of your cancellation attempt from the travel provider (train/airline) along with documentation specifying the cancellation costs incurred.