

2018 CEC General Assembly TRAVEL AND PARTICIPATION SUBSIDY GUIDELINES FOR DELEGATES

General information

Subsidies are provided to ensure fair participation by member churches. Participants from the list of member churches requiring subsidy (available at the CEC Assembly Office) are entitled to apply for a partial reimbursement of their travel/visa expenses and accommodation for one of their participants. **All participants, applying for subsidies are however, expected to pay the registration fee.** Please do your best to discover ways of funding your own participation.

The subsidies are valid only for church delegates. The fund will be available only for those Member Churches that have paid their membership fee for 2017.

Evaluation/approval process

On receipt and evaluation of all applications the Presidency of CEC approves the subsidy amount for applying participants. Please note that there is only a limited budget for this purpose. Approvals of subsidy request will therefore also depend on the funding available. **Deadline for submitting subsidy requests: March 31, 2018.**

Least costly route

Participants will be reimbursed only on the basis of the least costly reasonable* route between their place of residence and the venue for the event. We strongly recommend shopping around for cheap tickets, e.g. through using discount tickets or internet booking. ***If the participant has travelled in a more expensive manner, they will normally only be subsidised to the extent of the allowed method of travel according to these guidelines.*** Participants who are travelling by car and entitled to a subsidy should check the rate of reimbursement for car travel with the Assembly Coordinator before applying for a subsidy.

Participation

Participants in receipt of subsidy funding should be present for the whole event. Those who participate for less than 95% of the total duration will not be reimbursed in full, except in cases of emergency or illness.

Documentation process

- 1°) Contact should be taken by the participant with CEC offices providing information about planned travel and costs.
- 2°) CEC offices will confirm the amount of the subsidy to be granted and give the green light for booking by the participant.
- 3°) CEC offices send the Reimbursement Form to the participant.

Reimbursement process

1. Subsidies are only granted on receipt of a completed Reimbursement Form that is signed by the participant and the official of the Member Church and returned to CEC Office by the stated deadline.
2. Reimbursements will be provided preferably by bank transfer (in Euros) during or just after the Assembly.
3. Travel expenses are reimbursed only on presentation of a copy of all travel documents and receipts. Please make sure you bring copies with you. ***(Please note: Participants should only submit one reimbursement form for the entire travel period.)***

* 'reasonable' means that issues of personal safety, disability, and availability of transport may be taken into account. Except in an emergency, all transport arrangements must be agreed in advance.