

IMPORTANT NOTICE TRAVEL - ACCOMMODATION – RESTAURANT

ETUI advises that you should not travel nor attend the training if you have any symptoms or feel unwell.

It would be best if you respected the country's post-Covid-19 health and safety measures and procedures.

Therefore, ETUI asks you to check that your source of information is an established and qualified provider.

Several official sources of information on Covid-19 are:

Travelling to Spain: <https://www.spth.gob.es/>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.ecdc.europa.eu/en/covid-19-pandemic>

<https://www.ecdc.europa.eu/en/covid-19/external-resources>

<https://reopen.europa.eu/en>

Testing

ETUI reimburses PCR or antigenic testing, providing you submit proof of payment.

ETUI will not organise your testing when you are in the training course but will provide you with the information on where to get tested.

If you need to quarantine, ETUI will reimburse the cost of your additional stay (only meals and hotel within the maximum authorised fee) and travel rescheduling. Still, you will have to arrange your hotel yourself.

Any other health-related issues, such as doctor bills, etc., will not be reimbursed as your own national health insurance plan should reimburse those.

Accommodation and meals

ETUI will make the hotel booking. Therefore, it is essential to inform us of your correct arrival and departure date.

Lunch will be organised at the meeting venue by ETUI.

Dinner: will be organised by ETUI and CCOO.

Travel

Given the current travel restrictions and complexities (Green pass; PLF; other national administrative requirements), travel is organised by each participant and no longer by ETUI.

ETUI will reimburse the flight tickets, except business flight tickets.



Participants should book (if possible) refundable tickets to be entitled to receive a refund in case of travel cancellation. The refund will be done by the travel agency or the airline/train company.

Flight tickets: 100% changeable and refundable flight tickets: the fare conditions to be checked with the airline company.

An example of Air France:

https://www.airfrance.be/BE/en/common/page_flottante/engagement-air-france-protect.htm#font-color-white-flex-font

SAS: <https://www.flysas.com/en/flexible-booking/>

Train tickets: second and first-class tickets are refundable and exchangeable. Please check the fare conditions with the train company.

Due to the Covid period, airline/train companies adapted their policy concerning refund and cancellation of tickets.

Reimbursement of travel and accommodation

Costs for accommodation and meals will be covered by ETUI Education, only for participants coming from member states of the European Union, Albania, Montenegro, North Macedonia, Serbia and Turkey.

Expenses must be settled in line with the EU guidelines, which means that you should choose the shortest travel route using the most reasonable means of transport.

Travel by car will be reimbursed either:

- based on the mileage calculation at a rate of 0,25€ per km.
- based on a train return fare (1st class fare for regular trains and 2nd class for Eurostar, Thalys, TGV or similar)
- the cost of lower-class economy airfare

Whichever is cheapest will be reimbursed.

Toll, petrol, insurance costs will not be reimbursed.

Only one person can claim reimbursement, independently of the number of people travelling in the same vehicle. Passengers may not claim mileage or equivalent costs.

Local transport to/from the event venue is reimbursed based on original tickets.

As a rule, **taxis** are not reimbursed.

Other expenses not taken in charge by ETUI: parking fees, telephone, costs for luggage and excessive luggage, fees for choice of seating in-plane, travel insurance, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board.

