



Travel Funding Support for HEAL's 2023 Annual General Assembly

HEAL wishes to ensure that as many members as possible attend the meeting of the Annual General Assembly. To this end, HEAL has limited funding available to cover the travel costs of members who would otherwise not be able to attend the meeting.

The following terms and conditions apply:

- Participants requiring travel funding support must submit their request when registering for the AGA meeting, by Sunday 10 September. No requests for funding support will be considered beyond that deadline.
- Requests for travel funding support will be processed by Tuesday 12 September. **Do not make any bookings until your request has been approved!**
- Travel funding support is only available to members whose HEAL membership status is in order (i.e. they have paid their membership fees or they have sent a membership fee waiver request).
- Travel funding support is only available to members who participate in the full two-day programme of the GA meeting.
- Funding support is provided through the reimbursement of expenses, up to the pre-approved amount. Reimbursement requests must be made **by Friday 27 October**, using the dedicated expense claim form. Copies of receipts, invoices, bills, boarding passes, train tickets, etc., must be attached to the submitted request. No reimbursement will be made without relevant proof of purchase.

Eligible expenses include:

- **Transport:**
 - Train or plane tickets (please note that for distances of up to 400 km, only train travel will be reimbursed)
 - Public transport tickets

- Taxi fares are **not** eligible for reimbursement unless prior approval has been granted by the HEAL Secretariat
- Travel by car is **not** eligible for reimbursement unless prior approval has been granted by the HEAL Secretariat. It will only be authorised as a last resort option, i.e. if no public transport option is available.

Accommodation

HEAL will cover the cost of accommodation organised by the HEAL Secretariat. Booking will be made in line with the information provided in the registration forms, and will include breakfast. No additional costs (such telephone, minibar, etc.) will be reimbursed by HEAL.

Participants wishing to stay longer must manage their booking directly with the hotel and pay the associated costs when checking out.

The cost of other accommodation options will not be covered by HEAL.

Reimbursement procedure

Please note that this process is fully digitised. No paper forms will be accepted.

1. Complete and sign the dedicated expense claim form. (The form will be sent to you via email after the meeting of the AGA.)
2. Scan the completed form and all relevant receipts, invoices, bills, boarding passes, train tickets, etc. (Expenses without proof of purchase will not be reimbursed.)
3. Send the scanned copies of the completed form and required proof of purchase to Sara at sara@env-health.org **by Friday 27 October**. Reimbursement requests submitted afterwards will not be processed.