

TERMS AND CONDITIONS FOR REIMBURSEMENT

Speakers are encouraged to carefully read through the information and restrictions below before planning their travel.

CONGRESS REGISTRATION

Speakers receive a complimentary registration to the International Liver Congress™2017. A confirmation letter for the congress registration and hotel voucher (if applicable) will be sent by email to the speakers after their online registration.

HOTEL BOOKING

EASL will cover the costs for the speakers' hotel bookings on a single occupancy-basis for the number of nights indicated in the official invitation letter. Until 15 December, speakers will be able to choose and book their hotel accommodation through the faculty registration website. Passed the deadline, the speaker might not be given choice in the hotel covered by EASL.

Speakers requesting a double room or staying extra nights are required to cover the additional cost of the double occupancy themselves. All additional charges (room service, minibar, etc...) that apply are to be paid by the speaker upon check out from the hotel and might not be claimed as part of the travel allowance.

TRAVEL

If stated on the official invitation letter, EASL reimburses travel expenses up to the following allowance:

- Limited to a maximum of € 800 for faculty travelling from the Europe
- Limited to a maximum of € 3000 for faculty travelling from outside Europe

The travel expenses cover flight or train ticket to and from Amsterdam, transport to and from airports (both in Amsterdam and at home location), and parking at airport. Limousine services, rental car services are not considered as accepted expenses, and will not be reimbursed.

Travel by personal car: Usage of personal car to travel to the congress venue will be reimbursed at a cost of 0.50 €/km traveled. Itinerary of the travel and number of kilometers traveled should be clearly mentioned on the reimbursement form.

Local transportation: Transportation costs between hotel and venue (Taxi, Metro, etc...) will not be covered by EASL.

Flight Booking: Please note that speakers are required to **book their flight through EASL's official travel agent (Majestic Voyages)**. Should speakers want to book their flight by their own means, pre-approval of the flight cost and itinerary by the EASL office is required. EASL reserves the right not to reimburse unapproved flights.

SUBSISTENCE:

Breakfast is included in the hotel accommodation and lunches and coffee breaks are included in the faculty registration and covered by EASL. Meals purchased outside or in lieu of those provided and dinners will not be reimbursed.

REIMBURSEMENT FORM

Reporting of all travel expenses must be made using the *Expense Reimbursement Form* that will be sent one week prior to the Congress. The *Expense Reimbursement Form* must be completed within the indicated deadline and must include appropriate documentation of all expenses incurred. All items for which speakers are claiming reimbursement should be accompanied by a copy of receipts. No refund will be processed without the accompanying proof of purchase. No original receipts are needed.

KEY DATES

Hotel booking deadline: 27 January

Other key dates such as flight booking, and registration deadlines, will be communicated in due time.

By completing and returning the Speaker's agreement, the speakers also accept the above term and conditions.