

INTERNATIONAL CONFERENCE “QUALITY OF UNIVERSITY TEACHING AND LEARNING”

Brdo pri Kranju, 6 April 2016

REIMBURSEMENT PROCESS

In accordance with the project, all travel and accommodation expenses for the first 10 active participants from the Balkan region who will submit their proposals and whose proposals will be accepted for presentation will be covered by our national agency CMEPIUS.

Active participants from the Balkan region who will submit their proposal have to arrange and cover all the transport and accommodation expenses themselves. **The costs will be reimbursed subsequently up to 660 euro per person** (including transport and accommodation costs), but only in case of submission of all the invoices (boarding pass, e-ticket, hotel invoice, train tickets etc.) after the conference.

In case of traveling by car, the costs will be reimbursed at 0,22 EUR per kilometer of unleaded petrol/gasoline - 95 octane per kilometer per diem for business travel. In the case of other types of transport the costs will be reimbursed up to the price of a public transport (train - 1st class, flights – economy class). For the details about the transport click on TRANSPORT INFO on the webpage of the conference.

The accommodation expenses will be covered only for one night, up to 100 EUR per person per night. Only in case of excusable reasons the costs of two nights will be covered.

A block of rooms is booked **until 15 March 2016** by mentioning the CMEPIUS conference in the following hotels:

- [Hotel Kokra](#), Brdo pri Kranju (a few meters away from the venue),
- [City hotel](#), Ljubljana (about 30 km from the venue),
- other hotels can be chosen taking into consideration the above mentioned conditions.

As an attachment to the email you can find a REQUEST FOR REIMBURSEMENT form in Slovene and English language, which has to be filled out before the reimbursement of the costs.

After the conference, the REQUEST FOR REIMBURSEMENT and the copies of all the invoices have to be sent to the following email: katarina.askerc@cmeplus.si.