



TeachProgress – 1st Peer Learning Activity

Empowering Tomorrow's Educators: Education employers supporting the teaching profession through career progression structures

TRAVEL AND REIMBURSEMENT POLICY

10-11 April 2025, Istanbul (Turkey)

Eligibility for reimbursement

Registrations will be accepted on a **first come, first served** basis, giving priority to members of the **EFEE** and **ECNAIS** networks. The selection process will be carried out as follows:

1. All project partners (**EFEE, ECNAIS, AFIS, AEEP, CECE, ETBI, PS, TÖZOK**) may register up to **two staff members**, whose participation will be covered by the project budget.
2. To ensure **geographical balance**, only **one participant per country** will be accepted and eligible for reimbursement during the **first round of registrations**. This round will remain open until the deadline specified in the registration form.
3. If spots eligible for reimbursement remain unfilled after the first round of registrations, a **second participant** from a country will be accepted, following the same **first come, first served** principle. This process will continue with a **third participant**, if necessary, until all available spots are filled.
4. EFEE will communicate to registered participants whether they have been accepted for reimbursement or not. **Only after this confirmation e-mail participants might begin arranging their travel.**
5. Participants who will not be eligible for reimbursement will need to **arrange and cover their own travel and accommodation** and pay a **small participation fee** to EFEE to cover subsistence expenses. Participants who will be informed by EFEE that they are eligible for reimbursement might follow the reimbursement rules below.

Reimbursement rules

These reimbursement rules apply only to attendees who have received a confirmation from EFEE that indicates their eligibility for reimbursement after having been accepted through the 'first come, first served' selection process outlined above.

Accommodation

Accommodation will be directly organised and covered by the project coordinator: the European Federation of Education Employers (EFEE).

EFEE will cover up to two nights' accommodation per person, at The Marmara Pera Hotel, Istanbul, on the **9th and 10th of April**. EFEE will arrange the direct reservation with the hotel for all participants who selected "yes" in response to the registration form question "Do you require accommodation?". If eligible for reimbursement, the hotel will be booked by EFEE in the Beyoglu area, near the Pera Museum.

If you wish to extend your stay by **booking additional nights**, please contact EFEE directly via e-mail at estela.perez@educationemployers.eu so we can communicate it to the hotel. These additional nights should be **paid by the participant upon arrival**.

No show/Cancellation policy

Any cancellation must be communicated to the EFEE Secretariat immediately. **In case of a no-show or last-minute cancellation (less than 72 hours beforehand), the accommodation cost will be charged to the participants.** Exceptional situations will be considered on an individual basis.

Subsistence

EFEE will provide subsistence in the form of breakfast at the hotel, catering throughout the two-day event—including lunch and coffee breaks on both days—and dinner on the evening of the 10th. Please note that no additional subsistence will be provided.

Travel expenses

The table below shows the unit costs applicable for travel from various European countries to Istanbul. Reimbursement will be provided based on actual costs, up to the maximum amount for the applicable distance band. This includes travel by air, rail, and bus, including combinations of these methods, with air travel **limited to economy class tickets**.

If the country you are travelling from is not listed below, please reach out to us via estela.perez@educationemployers.eu.

Distance bands and countries (one-way trip)	Maximum reimbursement amount (roundtrip)
400-600 km Bulgaria, Greece, Romania	€ 230
601 – 800 km Cyprus	€ 245
801 – 1200 km Croatia, Hungary, Montenegro	€ 260
1201 – 1600 km Czech Republic, Austria, Poland, Slovakia, Slovenia, Italy, Malta	€ 270
1601 – 2000 km Germany, Latvia, Lithuania, Estonia	€ 350
2001 – 2500 km Belgium, Luxembourg, The Netherlands, Finland, Denmark, France, Norway, Sweden	€ 400
2501 – 3500 km Ireland, Spain, Portugal	€ 490

Reimbursement process

The participant will need to provide the necessary proof of costs and the travel itself to EFEE, which will be cross-checked against the confirmation of eligibility for reimbursement sent at the time of registration, and the proof of participation in the event (signatures in both days' participant lists).

Necessary reimbursement documents will be received and accepted until the **11th of May 2025**. These need to be provided:

- In original form directly at the event or by post to:
European Federation of Education Employers
Rue du Commerce 124/ 6
1000 Brussels
Belgium
- And digitally by e-mail to estela.perez@educationemployers.eu

Documents to be provided include:

- Signed reimbursement form with amounts in EUR. This form will be provided to confirmed participants at a later stage. Please see the conversion rules below.
- Travel invoices clearly stating the name of the traveller, dates of traveling, origin and destination, and total amount due for the claimed expenses.
- Boarding passes or other relevant proof of embarkment.

If a currency other than the euro is used, the exchange rate will be determined using [InforEuro](#). The rate will correspond to the month of ticket purchase, rather than the month the reimbursement documents are submitted.