

## EXPENSES POLICY

### 'STRONGER CONNECTED' WORKSHOP, DUBLIN 2023

- EFNA will pay up to €300 towards the travel costs of each delegate. If this is exceeded, the delegate (or their organisation) will be asked to cover the balance of costs.
- EFNA asks participants to make the most economical choices when making travel arrangements to events.
- Transport between the airport and The Royal Marine hotel should be made using Aircoach - [www.aircoach.ie](http://www.aircoach.ie).
- EFNA will only reimburse participants AFTER the event – and not before.
- EFNA will only reimburse participants who complete the official Expenses Claim Form and attach proof of expenditure e.g. flight tickets.
- EFNA asks that claims are returned within one month of the event. Expenses submitted more than three months after the event may be rejected.
- EFNA will only reimburse economy standard travel. First class travel will only be reimbursed at the equivalent economy cost.
- EFNA will not reimburse airport parking.
- Participants driving long-distance to events will only have mileage covered if this is cheaper than available flights/public transport, and this must be approved in advance.
- EFNA will provide accommodation for each participant for one night – Tuesday, 28/11/2023.
- EFNA will not cover any incidental hotel costs e.g. minibar, printing, etc.
- Participants with accessibility requirements should get in touch with EFNA to discuss travel/transfers and accommodation needs.
- EFNA asks that delegates give at least one week's notice of cancellation if they cannot attend. Otherwise, the delegate will be held liable for the cancellation costs incurred.

*Note: The above guidelines may be waived in exceptional circumstances but agreement must be reached with EFNA in advance. EFNA retains the right to reject expenses claims that do not comply with the above rules. Please contact EFNA if you wish to discuss.*

**Contact:**

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