

**Travel expenses: Robotics4EU co-creation workshop
October 3rd and/or October 4th 2023, Delft, The Netherlands**

The Danish Board of technology will reimburse your expenses for travel and accommodation up to 450 €¹ when attending one of the workshops. If you are attending both workshops it will be possible to receive a higher reimbursement upon agreement.

Rules of reimbursement:

We can only reimburse travels on economy class (EU regulation. Additionally, we would like to invite you to consider your travel options and encourage you to take a train or a bus to the destination if it can be reached within 3 hours.

We can cover accommodation for participants who does not live close to the event location and therefore need one overnight accommodation if you are attending one workshops and two nights' accommodation if you are attending both workshops. We cannot reimburse daily allowance (per diem), but catering will be provided at the event.

All **original receipts/invoices** (from purchase of e.g. plane tickets, train tickets and accommodation) must be enclosed in the reimbursement form on the following page. Additionally, if you are traveling by plane your **boarding pass²** must be enclosed as well.

We accept original electronic documents and tickets by email
or

if it is not possible to get electronic documents, the original documents and tickets can be scanned and sent by email.

If you are hindered from traveling because of sickness or health related issues a medical certificate needs to be provided for travel reimbursement.

No later than two weeks after completed journey, the filled in reimbursement form should be received by the Danish board of Technology.

Send the filled in reimbursement form and all required documentation to:

Name: Mette Simonsen

Organisation: The Danish Board of Technology

Email address: **mems@tekno.dk**

¹ If you cannot cover your expenses within 450 euros, please contact mems@tekno.dk and we will do our best to see if we can help you out. Additionally, you can make a special agreement if you need additional nights of accommodation due to bad flight connections.

² If you use a boarding pass via your mobile phone, make sure to take a screenshot of your boarding pass as the display of the boarding pass often will disappear in the app after being used.

Step by step:

- 1) You register to the event via the link provided in the invitation mail and tick of the box stating that you would like reimbursement on accommodation and/or travel.**
- 2) You wait for confirmation via mail that you have successfully registered. After the confirmation you will receive a reimbursement form and further details on the rules for reimbursement (This can take a few days and longer periods over the summer holidays in July).**
- 3) Once you have received the confirmation email you can go ahead and book your flights and accommodation. In this confirmation mail you will also receive a mail on recommended hotels.**
- 4) You attend the event and sign in on the physical sign-up sheet provided to you at the event. This is to show that you attended the event and are eligible to receive the reimbursement.**
- 5) Remember to save all original receipts/invoices. If you travel by plane remember to save your boarding passes for all flights as well. If you use a boarding pass via your mobile phone, make sure to take a screenshot of your boarding pass as the display of the boarding pass often will disappear in the app after being used.**
- 6) No later than 2 weeks after attending the event you fill in the reimbursement form and send it to the Danish Board of Technology at mems@tekno.dk**
- 7) The Danish Board of Technology will send you a confirmation that we have received your mail and will start the process of reimbursing up to 450 €.**

We wish you a safe and pleasant journey,
The Danish Board of Technology Foundation