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## Caritas Europa Travel Support (CETS)

Proposal for reimbursement of travel costs to Caritas Europa member organisations starting 1 January 2021 until 31 December 2023:

Member organisations from following countries can claim reimbursement of travel costs:

- Albania
- Armenia
- Belarus
- Bosnia Herzegovina
- Bulgaria
- Croatia
- Estonia
- Finland
- Georgia
- Greece
- Iceland
- Latvia
- Lithuania
- Macedonia
- Moldova
- Montenegro
- Romania
- Russia
- Serbia
- Slovakia
- Turkey
- Ukraine

Also Caritas organisations from Azerbaijan and Kosovo can claim reimbursement of travel costs.

Under following conditions:

- The CETS applies for the participants of the above mentioned MOs who are members of CE Working Groups or Committees. Maximum 1 participant per MO per working structure.
- The CETS applies for the participants in CE activities, when the invitation to this activity explicitly states that these rules can be applied. Maximum 1 participant per MO will be supported. If more participants per MO can be supported, this will be explicitly informed.
- If other grants or financial support for the travel can be used by CE or the MOs, the CETS doesn't apply
- Following costs will be reimbursed:
  - 75% of the flight or train ticket, cheapest choice, in economy class. Up to a maximum of 400 €.
  - Lodging: hotel costs up to a maximum of 120 € / night.
  - Public local transport. Taxis only for justified reasons (very late/early arrival, heavy luggage...)
- Following costs will not be reimbursed:
  - Board costs, except if the breakfast is included in the hotel cost.
- The reimbursement claim with original supporting documents shall be send postal to Caritas Europa at latest one month after the event.
- Any exception to these rules has to be expressed in written in the invitation to the event.