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FINANCIAL INFORMATION

Please read this document carefully through as it contains important information for the financial policies of WSCF Europe conferences!

The participation fee for the full conference will be **25 EUR for students** and **75 EUR for non-students**.

Participants will be reimbursed for their travel expenses *by the cheapest mode of transportation* according to the following rate schedule:

Students — **90%** reimbursement

Non-students — **50%** reimbursement

Finances should not be a barrier for attending a conference. Should you need financial support for participation, please do not hesitate to contact you national SCM and, if needed, WSCF Europe.

Please do not purchase any tickets until you have received confirmation from the conference organisers for the price of your travel.

WSCF Europe is aware of the fact that for some participants these fees are too high. Therefore we ask the national contacts to negotiate with the regional office if this is the case. One should not hesitate to do this! It is also in the interest of WSCF that students who are interested in the conference are able to participate. It might be that some participants can afford to pay *more* than what is asked. We kindly ask these participants to pay what they can afford. It means that more money will be available to subsidise others. And this is what solidarity is about.

Further recommendations regarding travel reimbursements:

- Least costly route

Some participants of WSCF conferences are entitled to the reimbursement of (part of) the travel expenses. If participants start their journey from a place farther away from the conference centre than their residence, or if the return journey is to a place further away from the conference centre than this place of residence, the extra travel costs will not be covered by WSCF Europe. Please note



that “place of residence” does not necessarily mean *place of permanent residence*; for example, students studying abroad within Europe may be reimbursed travel expenses to and from the place where they study. In such cases, however, students should contact the Regional Office to determine what the rate of reimbursement shall be.

- Train or plane?

If the distance between residence and conference venue is up to 800 km, participants should travel by train, second class. For distances beyond 800 km, participants could either travel by train, first class or second class plus couchette; or by plane, on a discount airline. *If participants choose to travel in another, more expensive way, they will only be reimbursed on the basis of the guidelines stated above.* Due to rising prices, all participants should consider the offers of discount airlines in lieu of purchasing regular-priced tickets, even if this might be somewhat less convenient for the traveller. **WSCF tries to support sustainability as much as possible, and therefore encourages travelling by train even in situations when it is more expensive than travelling by plane.**

- Participation

Participants should be present during the entire conference. Reimbursements will be made at the end of the seminar, and will not be made to those who have not fully participated. If sessions must be missed due to extenuating circumstances, they must be discussed with the preparatory committee prior to the event (ex. because of other extenuating circumstances).

- Documentation

Travel expenses are reimbursable upon presentation of a *copy of all travel documents*; in addition, original tickets should be mailed to the Regional Office after the conference. For travel by car, receipts for petrol and highway toll fees must be presented. **No reimbursements will be made without copies of or original receipts having been presented at the time when the reimbursement is given. When booking your travels, you must book for return ticket in case you wish to include it into the reimbursement.**

- Responsibility

If a participant withdraws in the last week before the conference without an important reason and appropriate notice, then she or he will have to pay 50 % of the for seen participation fee to contribute to the conference budget.
