

EXPENSES/REIMBURSEMENT RULES

Travelling Expenses

- Funding for travel, accommodation and conference expenses is available
- Two representatives of each MPE full member organisation will be covered. For non MPE member groups, one representative per group can be covered.
- Travel is booked by each delegate and will be reimbursed by MPE up to max. 350 EUR per delegate after the meeting
- Please complete your Expenses Reimbursement Form and send it to MPE with original receipts within 30 days of the end of the conference
- Travelling by plane, train or car will be reimbursed on the basis of the **most economical fare** only
- The total travelling-budget (including flight and transfers from home to airport and to AGM venue) for each participant should not exceed €350 (maximum of reimbursement)
- Only public transport will be reimbursed. No taxis or similar will be reimbursed, unless pre-approved (see exceptions)

Conference Expenses

- Accommodation (MPE will book a room for two nights), meals and beverage are covered by MPE directly at the AGM venue
- MPE will not reimburse any additional meals, accommodation and/or beverages

Other Expenses

- All other expenses (e.g. upgrade of rooms, difference from a single to double room, mini bar, hotel bar, additional meal orders, room service, telephone, laundry, taxi, newspapers, etc.) will not be covered directly nor reimbursed by MPE
- Additional expenses incurred for accompanying persons will not be covered by MPE

Exceptions

- All other expenses (e.g. upgrade of rooms, difference from a single to double room, mini bar, hotel bar, additional meal orders, room service, telephone, laundry, taxi, newspapers, etc.) will not be covered directly nor reimbursed by MPE
- In exceptional circumstances, such as health related issues, MPE may decide to reimburse additional items. Such items of expense **MUST** be approved in advance and in writing by the MPE Office.
- If your travel costs are more expensive than 350 EUR, please contact the MPE Office as soon as possible to request approval for a more expensive flight

IMPORTANT

- If your organisation cannot afford paying the flight/flights upfront, please get in touch with the MPE Office as soon as possible to request MPE to book the flights directly
- **Please use the shared Expense Reimbursement Form to reclaim your costs within 30 days of the end of the AGM.**
- **No expenses will be reimbursed after this date.**
- **No expenses will be reimbursed without the corresponding original receipt/invoice.**

LIABILITY DISCLAIMER

Liability & Insurance:

Your participation in the MPE AGM will be at your own risk. MPE will not be liable for any eventualities while travelling to and from or during the conference. We are not liable for injury loss or damages suffered by participants or third parties. The MPE AGM programme is carefully prepared and carried out on the basis of the current knowledge of the topics concerned. However, MPE accepts no liability for the accuracy or currency of the information presented during the conference.

Additionally participants are advised to take out sufficient travel insurance to cover unforeseen events and losses including healthcare cover. In the event the trip is cancelled by the participant MPE will not reimburse expenditure incurred by intending participants as the presumption is that their travel insurance should cover this eventuality.

FUNDING

Sponsorship:

MPE Masterclass and AGM is primarily funded through unrestricted sponsorship grants from the pharmaceutical industry. A list of sponsors can be found on the MPE Website, once sponsorships are confirmed.

PLEASE NOTE:

These grants will not be related to any objectives or any content of the AGM. The idea, conception, planning, preparation, realisation, management and the summary of the AGM will be the responsibility of MPE – **without any influence from the sponsors.**