

Dear Participant,

Thank you for registering for the '**Cities of the Future 2017**' International Brokerage Event, which will be held on **October 26 & 27, 2017** at the **Steigenberger Wiltcher's Hotel**, Avenue Louise 71, Brussels, Belgium.

Your accommodation and breakfast costs for **up to 2 nights** will be arranged and reimbursed by the "Turkey in H2020" Project.

Up to 600 Euros will be reimbursed by the project for your travel expenses (economy class flight, economy class train and/or bus). **You must purchase your own tickets.**

Flight tickets will be covered only **if the travel distance is more than 400 km.** For your flight travel expenses to be reimbursed you should provide the following scanned documents:

- 1. An e-ticket, which must show:**
 - **ticket number**
 - **your first name and family name**
 - **the total price of the ticket and the currency used**
 - **your travel itinerary**
- 2. boarding passes (both outbound and return flights)**
- 3. signed Reimbursement Form (attached)**

PLEASE NOTE: BOOKING CONFIRMATION IS NOT AN ELIGIBLE DOCUMENT.

If the travel distance is less than 400 km your train or bus tickets costs will be covered. For your ground travel expenses to be reimbursed you should provide the following scanned documents:

- 1. Bus or train ticket for both directions, which must show:**
 - **your first name and family name visible on the tickets,**
 - **the total price of the tickets and the currency used,**
 - **your travel itinerary**

All above mentioned scans of documents should be emailed to our Project Administrator, Ms. Cemile Sertkaya (c.sertkaya@idi.ie) **not later than 15 days after the event.**

Do not forget to provide us with your bank details according to the attached Reimbursement Form; without this we have no other means of payment. Please note that payments will be made to the named individual on the ticket. Where a company has paid for the ticket on your behalf you will need to reimburse the company from the payment made directly to you.

PLEASE NOTE: IF ANY OF THE ABOVE-MENTIONED DOCUMENTS AND INFORMATION ARE MISSING WE WILL NOT BE ABLE TO REIMBURSE YOUR EXPENSES.

Please submit your travel details to our Event Manager, Ms. Nezahat Yilmaz (n.yilmaz@idi.ie) for your accommodation to be arranged. Confirmation will be sent ahead of your travel.

PLEASE NOTE: COST OF TRANSFERS TO AND FROM YOUR LOCAL AIRPORT ARE ELIGIBLE EXPENSES ONLY IF BUS OR TRAIN TICKETS ARE PROVIDED, FOLLOWING THE REQUIREMENTS FOR BUS/TRAIN TICKETS DESCRIBED ABOVE. COSTS OF TRANSFERS FROM AND RETURN TO BRUSSELS AIRPORT OR RAILWAY/BUS STATION ARE NOT ELIGIBLE EXPENSES.

If you have any further questions please do not hesitate to contact our Event Manager, Ms. Nezahat Yilmaz: n.yilmaz@idi.ie

Latest Update: 7.8.2017