



***eabh* Travel Reimbursement Policy**

In case your institution cannot cover your travel expenses, *eabh* will be able to do so. Expenses of authorised travels for *eabh* will be reimbursed upon receipt of a properly completed claim form signed by the claimant. To ensure a quick and smooth reimbursement of your travel costs, the following should be observed:

- Travel reimbursement must be submitted within three months of completing the trip to:

eabh (The European Association for Banking and Financial History e.V.)
Geleitsstr. 14
60599 Frankfurt
Germany

- Original receipts of payment are required in order to receive reimbursement.
- Please pay the hotel before leaving. *eabh e.V.* should be mentioned on the bill as the invoicee, otherwise the bill will not be reimbursable (i.e.: guest's name, *eabh e.V.*). *eabh* reimburses breakfast and overnight costs for only one person (no mini-bar, telephone, lunch, diner, etc.).

Members of the AC, conference and workshop speakers will be reimbursed for a maximum of two nights (depending on flight connections). Exceptions can be made in special circumstances, but approval from *eabh* must be obtained in advance in these cases.

- Please contact the following agency in due course to book your travels:

Reisebüro Rabenau GmbH
T: +49 (0)69 6820100
M: info@reisebuero-rabenau.de

Please mention *eabh* when contacting the travel agency; they will directly issue an invoice to *eabh*.

- In case you prefer taking care of your own travel booking, please note that *eabh* will cover:
 - up to a maximum of 300,00 € for travels within Europe;
 - up to a maximum of 1.000,00 € for overseas travels;

If the cost of your ticket exceeds the above sums, special approval is required in advance.

- In order to ensure a quick reimbursement, *eabh* requires a print-out of the bank details provided by your bank (to be found on your bank account statement or online banking site). If the bank details provided are incorrect and the first bank transfer is rejected, any bank charges for an additional bank transfer will be chargeable to the claimant.