

General Terms and Conditions for the Assumption of Travel Costs for the project ,Europe 14|14', 7 - 11 May 2014 Berlin
(Version from 29/01/2014)

Your travel and accommodation costs are going to be covered by the German Federal Agency for Civic Education.

For your travel within Germany to the event Europe 14|14 and back, you will be provided with the event ticket of the German railway (Deutsche Bahn, DB). You will receive the ticket as an e-tix-number after the final confirmation of your participation. With this e-tix-number, you can collect your train ticket from every DB ticket machine in Germany. You are going to receive the e-tix-number, further information about the event ticket and the terms of use via email.

A public transport ticket for use within Berlin will be provided to the participants. The ticket is printed on your name badge, which you will receive on site upon registration. Thus, your name badge is at the same time your ticket for all public transport in Berlin (city train "S-Bahn", subway, bus, tram) in fare zone AB for the duration of the event from 7 -11 May 2014. Please note that the public transport ticket is only valid in connection with a valid national ID, which has to be carried along while using the ticket.

For alternative forms of travel to Berlin and back, please contact the agency lab concepts, who organises the travel booking as representative of the German Federal Agency for Civic Education.

Contact:
lab concepts GmbH
Anna Krigar
E-mail: travel-hc@lab-concepts.de
Tel: +49 (0)30 259 429 10

For alternative travel forms, the following conditions apply:

Without previous consultation with and agreement of the agency lab concepts, costs for train and flight tickets or for using a car cannot be reimbursed.

For using a car, generally 0,20 € / km (up to max. 150,- €) can be reimbursed. For the reimbursement of travel costs on site, a printed extract of the online "route planner" has to be submitted that clearly states the distance in kilometres. Otherwise the costs cannot be reimbursed.

For journey by train from other European countries and back, only travel costs of second-class rail tickets can be reimbursed. Please use special offers (e.g. Europe Special Fare). If you are eligible to reduced fares in your home country you have to make use of them.

Journey by plane is only possible in justified cases. Such can be the following: reasons of scheduling, economical reasons (e.g. cheaper than journey by train from another European country), substantially time saving (e.g. saving an overnight stay) or if physical disabilities, which render a train journey impossible.

Visa costs will be refunded after the original receipt is submitted.

Cancellation Costs

In case you cancel your participation in the event you have to inform us immediately via email (travel-hc@lab-concepts.de) or mail:

lab concepts GmbH
Anna Krigar
Friedrichstr. 206
10969 Berlin
Germany

In case you did not yet receive your travel documents from the agency by the time of your cancellation, there are no additional costs for you. As soon as you have received your travel documents from the agency there will be a cancellation fee. The amount of the fee depends on the respective circumstances and won't be higher than the costs the Federal Agency for Civic Education would have assumed for your participation (for travel and accommodation). The maximum fee for travel costs within Germany is 100 € and 300 € for travel costs from other European countries. In case the accommodation reservation cannot be cancelled, costs of 50 € per night will arise for you. This regulation does not apply in case of inevitable personal reasons or in case of illness (of yourself). In these cases, an appropriate verification (e.g. certificate of illness) has to be delivered unrequested and immediately to the address mentioned above. This official certificate has to be sent to the said address within two weeks (14 business days) after cancellation. Afterwards, a cancellation free of charge is impossible.

Reimbursement of Travel Costs

The reimbursement of travel costs will take place on site at the Campus. You are going to receive further information about the reimbursement of your travel costs by the agency lab concepts, soon. For a complete reimbursement of your travel costs, you have to complete a form (available on site or via email) and submit it together with your original receipts. Without original receipts, the amount will be reduced accordingly or not be refunded at all. Please make sure to sign the form. We will gladly be of assistance with completing and submitting the form.

ATTENTION: You can submit and account for your travel costs only until two weeks after the event, by 23 May 2014 the latest. Refund of expenses after 23 May 2014 is impossible!