**Conference on Strengthening the Social Dimension of Higher Education in the EHEA**

**(Concluding conference on the Erasmus+ Project PLAR-U-PAGs)**

**Reimbursement FAQ**

On **March 25, 2025**, we will be organisinga transformative conference aimed at advancing the social dimension of higher education in the European Higher Education Area (EHEA). This conference will be the closing chapter of our 3-year Erasmus+ project 'Peer Learning Activities and Resources to Underpin the Principles and Guidelines for Social Dimension' (PLAR-U-PAGs).   
  
The conference will take place in **Brussels**, in the Marie-Elisabeth Belpaire Building (Simon Bolivarlaan/Boulevard Simon Bolivar 17, 1000 Brussels, Belgium). More information on the venue can be found [here](https://www.inclusivehighereducation.eu/news/final-conference-strengthening-social-dimension-higher-education-ehea).  
  
If you’re attending our conference, then you might be eligible for a **reimbursement** of your costs. Below, we’ve listed the most **frequently asked questions** – and their answers – regarding the conference reimbursements.

If your question does not figure in the FAQ or if you are looking for specific information, you can always reach out to us at[levenslangleren.onderwijs@vlaanderen.be](mailto:levenslangleren.onderwijs@vlaanderen.be).

* **I’m participating in the conference as a speaker (panellist, presenter, delivering a student testimonial,…). Am I also entitled to a reimbursement?**
  + Anyone who contributes to the event as a live speaker on March 25 will be entitled to a full reimbursement. All travel and accommodation costs for the conference will be completely reimbursed. Speakers will be in direct contact with the organisational team, before and after the conference.
* **I’m attending the conference as a participant. Am I eligible for reimbursement?**
  + Participants who are traveling from abroad (outside of Belgium), are automatically eligible for a (partial) reimbursement.
* **As a participant, which costs will be covered by the conference reimbursement?**
  + Both travel ánd accommodation costs for the conference will be accepted.
    - Example of travel costs: plane tickets, tickets for public transport,…
    - Example of accommodation costs: hotel costs, Airbnb,…
* **How do I know if my travel and accommodation costs for the conference will be fully or only partially reimbursed?**
  + For participants, the maximum reimbursement amount will be based on the distance you have to travel to the conference venue.
    - Less than 500 km travel distance: Eligible for a maximum reimbursement of €200 for travel and accommodation costs.
    - Between 500 and 2000 km travel distance: Eligible for a maximum reimbursement of €600 for travel and accommodation costs.
    - More than 2000 km travel: Eligible for a maximum reimbursement of €800 for travel and accommodation costs.
    - The indicated amount per travel distance is the maximum reimbursement you will be able to request. All claimed expenses must be based on actual costs (see “How can I submit my costs for reimbursement?” below for more info).
* **How do I calculate my travel distance to the conference (venue)?**
  + To be able to determine the travel distance, we kindly ask you to make use of the distance calculator, used in the Erasmus+ programme: [***https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ferasmus-plus.ec.europa.eu%2Fresources-and-tools%2Fdistance-calculator&data=05%7C02%7Crowessa.boels%40ond.vlaanderen.be%7C07b6322cf44041e1177d08dd51b16eae%7C0c0338a695614ee8b8d64e89cbd520a0%7C0%7C0%7C638756544710421623%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=JzcQucQCrt836pXtlm3ZVlj3kwfZrKCPxpmpMRLc%2F3w%3D&reserved=0)***.***
* **What if my total travel and accommodation costs for the conference surpass the maximum amount?**
  + If the total costs of your trip exceed the maximum reimbursement amount, the remaining costs would need to be covered through other funding (by your own organisation for example).
* **Several people within my organisation are participating in the conference. Are we all entitled to a(n individual) reimbursement? Or can we only be reimbursed once?**
  + Reimbursements apply individually. If several people from one organisation will be attending, each of them will be entitled to their own/individual reimbursement.
* **How can I submit my costs for reimbursement?**
  + Both speakers and participants will receive more info on how to submit their costs later on. However, we can already provide you with the following info:
    - We advise to keep hold of any tickets or invoices that might be relevant (hotel invoice, plane tickets,...), as reimbursements will be based on actual costs.
    - Booking confirmations – for example for hotels – will not be accepted. We will require an actual ticket or invoice, to make sure that payment has been made.
    - Reimbursement requests can only be submitted after the conference has taken place.
* **Should I submit a reimbursement request in my own/personal name or on behalf of my organisation?**
  + If your organisation prefunded your trip to the conference, reimbursement requests should be submitted on their behalf. Please note that, even if several people from the same organisation are participating in the conference, each of you will have to submit their own request.
  + If you prefunded transport and accommodation costs for the conference yourself, you can apply for a reimbursement in your own/personal name.
* **When will I receive my reimbursement?** 
  + Speakers and participants will receive their reimbursement after the conference (there will be no pre-financing). As soon as we have reviewed your reimbursement request and confirmed that everything is in order, we will initiate the payment process. Please take into account that it might take some time (a couple of weeks at least, maybe even longer) before the funds will be visible on your (organisation’s) bank account.