

## PARENT PROJECT Expenses Policy

**PARENT PROJECT is able to provide you the following expenses to attend the Endocrine Meeting  
Rome, 20<sup>th</sup> – 22<sup>nd</sup> November 2024**

**Travel & expenses outlined in this document are available to each meeting attendant**

### Travel

- You are responsible for booking your own flights/Trains.
- Flights/trains must be Economy Class and advance bookings are highly encouraged
- Flights/Trains will be refunded to the value of:  
£ 800 for UK flights  
€ 500 European flights  
€ 150 Italian trains  
\*\*\*please contact Fabiana Boccia - f.boccia@parentproject.it - to discuss any individual circumstances\*\*\*
- Parent Project will organise the transfer to/from the airport/station. For this reason we ask you to provide your travel details
- Travel expenses will be refunded only to invited guests and speakers

### Meals

- Meals will be provided during your stay, as specified in the agenda
- Breakfast is included in the accommodation rate
- Costs for additional meals will not be refunded
- Alcohol & gratuities will not be refunded
- Snacks and refreshments will not be refunded

### Accommodation

- All other hotel expenses (e.g. bar, room service, tips, telephone, laundry etc.) are not covered by Parent Project
- Upon check-in you may be asked to leave a credit card on file for incidentals/damages as you are responsible for any incidental/damage charges billed

### Submitting your expense claim

- After the event we will send a form to you to complete, this must be completed and returned within one month.
- There must only be one claim form per person.
- All claim forms are subject to approval by Parent Project administration.
- Expense claims will only be paid directly by electronic transfer; therefore correct bank details are mandatory
- Please specify the currency of the expenditure.
- Claim forms must be accompanied by all original receipts for the items and amount being claimed. NO payment will be made without receipts confirming payment.

