

Travel conditions

The travels of YEE participants, volunteers and staff members of YEE shall respect the principles stated below.

- 1) All travellers have a right for decent and safe travel conditions
- 2) Time of travel should be corresponding with the time of the meeting/activity
- 3) Volunteers are expected to invest their time in the organisation, not their money
- 4) The opportunities of travellers to get to the venue shall be levelled
- 5) The ecological impact of the travel shall be minimised as a first priority. This means that if there is a train or bus that could be used for the travel, that it is better than travelling by plane.
- 6) The economical costs of the travel shall be minimised

Means of transport

TRAIN AND BUS

- Only 2nd class tickets are reimbursed including necessary supplements
- Night trains and couchettes in 2nd class are allowed
- The use of all possible reductions is obligatory (i.e. Trans-Alpino, EURO-Domino, BIJ or Student reduction, group- or weekend tickets)
- If the travel exceeds 24 hours, he/she has the right to be reimbursed 25 Euros maximum for snacks bought during the journey (departing and leaving day included)

YEE follows the policy of travel by train or line coach as the most ecological form of transport. Therefore all delegates to statutory meetings of YEE are expected to follow this rule and avoid the use of planes and private cars as means of transportation.

This policy is incorporated within the rules of travel reimbursement insofar that travel by plane, private car or taxi will **NOT BE REIMBURSED** unless:

- The delegate can state valid reasons for the necessity of his or her choice of such transportation
- If he/she receives permission by the Secretariat or the majority of the Board Members to travel by plane or private car due to valid reasons

Exceptions

PRIVATE CAR

Travel costs by private car won't be reimbursed unless

- carrying many materials on the request of the Board
- the destination can't be reached by public transport
- a disability prevents him/her from the use of public transportation
- he/she received previous permission due to valid reasons from the YEE Board

Provided these exceptions apply to the travel arrangements the reimbursement is 0.20 €/KM.

PLANE

Plane can only be used if the travel exceeds 24 hours or due to extraordinary exceptions after consultation and permission of the Secretariat and Board. Travel will be reimbursed based on the same criteria as travel by train (only the cheapest possible fare, i.e. Special offers, cheap flight companies).

TAXI

Taxi can only be used as an extraordinary exception. Travel costs by taxi will not be reimbursed unless

- the meeting place is reached late at night
- there are no public transport possibilities
- taxi is cheaper than public transportation per person

Who can get travel reimbursement?

- Delegates from full and associate member organisations attending statutory meetings of YEE
- Board Members in their function
- The participants of YEE activities
- Members of the Project Teams
- YEE representatives (agreed by the Board) to the statutory meetings or other events of other organisations
- Volunteers and/or staff members who, on the special request of the Board, attend meetings or activities of YEE or third organisations

Travel reimbursement

The percentage of reimbursement is announced by the organizer in advance. It usually amounts to 70% of the total travel cost. Board Members and employees are entitled to receive 100%.

In all cases in order to obtain travel reimbursement, before buying the ticket the organisers shall be consulted and the travel and visa plans shall be approved.

Travel costs are only reimbursed based on original travel documents, proofs of all expenditures (invoices, not only tickets) and travel reimbursement form.

Reimbursement of visa related costs

Visa costs are reimbursed on the basis of the cheapest possibility to obtain a visa. A proof of the visa costs has to be submitted in order to be reimbursed.

Limitations of travel reimbursement

In case that a participant takes part in less than 70% of the activities of the specific event, and does not provide reasonable excuses, YEE has the right to reimburse a smaller amount:

- 1) If the travel reimbursement covers 100 %, the total sum to be reimbursed shall be: 100 % of the total costs divided by the days of the event and then multiplied by the number of days of the event attended by the participant;

- 2) If the travel reimbursement covers 70 %, the total sum to be reimbursed shall be: 70 % of the costs divided by the days of the event and then multiplied by the number of days of the event attended by the participant.