



TRAVEL & ACCOMMODATION SUBSIDY

GCP Travel Subsidy Policy_Membership Assembly 2016_en



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1. ELIGIBILITY

To enable the maximum participation at its 1st Membership Assembly, the Global Coffee Platform can make funds available in the form of subsidization to support the travel and accommodation costs of those member representatives whose organisations lack the necessary funds for sponsorship. Eligible for being subsidized are members of the Producer and Civil Societystakeholder groups from a coffee producing country as well as associated members (organisations) affiliated to these two chambers. Given the limited budget of the Global Coffee Platform, please only apply for subsidization if the costs cannot be borne by your organization and if otherwise your participation would not be possible.

2. EXTENT OF SUBSIDY

Dependent upon application, subsidization may cover a contribution towards travel and accommodation costs of up to 1,000 Euro per member (for members from a coffee producing country only). Subsidization of costs will not proceed in a lump-sum manner, but will only cover documented costs up to the maximum possible amount.

2.1. Types of Costs Subsidized

Subject to subsidization are the following types of expenses:

- Travel (including legal fees connected to it as well as insurance costs)
- Accommodation

Transportation costs: Generally, only bills up to a mid-range level will be accepted. For flights, economy class is the appropriate level, for trains, 2nd class. Transportation costs have to correspond to a direct connection and have to be temporally related to the 1st Membership Assembly. Participants are urged to make cost-saving bookings at an early stage.

Per diems: There will be no per diems.

Hotel: The Secretariat will **not** make hotel reservations for the participants.

Travel insurance: As for travel insurance, participants are urged to take it out themselves.

Visa: The Secretariat can support participants with visa applications, by sending out official invitation letters.

Coffee breaks/ meals: the Global Coffee Platform provides for joint coffee breaks, lunch meals (on 5th and 6th October 2016) plus one reception dinner on 5rd October 2016 for all participants (not refundable).

2.2. Process of Subsidization

4.1 Participants have to submit their application for subsidization **in advance until 15nd September 2016** at the latest, by using the “GCP Application Form for Travel and Accommodation _Membership Assembly 2016_en” to list the expected costs for the travel. This document also includes bank details for later refunding.



The e-mail address for submitting the application form is info@globalcoffeeplatform.org.

The Secretariat has the right to reject applications if their approval would exceed the total allocated sum of subsidization. Therefore, a member representative considering his/her participation in the #GCPMA16 and in need of financial support is advised to file the subsidization claim as early as possible. The deadline for applications is **15nd September 2016**.

4.2 After the Membership Assembly, participants have to **submit to the Secretariat the receipts** of the actual travel and accommodation expenses they seek (partial) subsidy (up to the maximum individual amount stated above), **no later than 15th October, 2016**. Late submissions will not be considered. For flight tickets, the boarding card and ticket invoice have to be submitted.

4.3 Members who are not in the position to pre-finance the airfare may apply for advance payment of their subsidy. They have to send a copy of the ticket invoice to the Secretariat and will then receive a remittance up to the maximum sum.

4.4 This policy does not apply to members of the Council, who will be refunded in the usual way.

3. APPLICATION

To apply for a Travel & Accommodation Subsidy, please fill out the application form before 15nd September 2016. You can download the application form by [clicking here](#).