



Travel logistics

As previously communicated:

- You should prepare to book your own travel – SEE BELOW.
- In all cases, you must plan to arrive so we can start at 9.00 a.m. on Tuesday 14th February!
- Please aim to travel as sustainably as possible wherever possible – easier for some than others, but we should aim to try.
- We will organise bus transfers from and to Hamburg Airport on the 13th and 17th February respectively – we are now looking to arrange 2 bus pick-ups and returns, but details on that can only be confirmed once we know your travel times etc.
- Alternatively, if it suits better, you can travel by train to Schneverdingen.
- Whatever your means of travel, we will share a travel advice sheet early in 2023.
- In January, we will gather your travel details (e.g. arrival & departure times, travel methods, arrival & departure locations etc.) and also ask you for specific dietary requirements etc.

Travel booking & reimbursement process

- Costs to attend the meeting will be reimbursed within available resources & in compliance with LIFE Programme terms & conditions – please note:
 - We can only reimburse for the most economical means of travel possible and apply a maximum cost per person.
 - A reimbursement claim form and further guidance will be shared with you early in 2023.
 - All claimed expenses (tickets) must be supported by receipts, tickets & boarding passes etc. – you must keep these to submit along with your claim!
 - Note that we can only reimburse your travel costs after the meeting has taken place.
 - If you want to arrive earlier or extend your stay, that is no problem, but it would be at your own cost of course.
- For now, the process is as follows:
 - We invite each of you to investigate your travel options and let us know the costs:
 - If your travel costs are less than €300, please go ahead and book but let also us know how much the cost is.
 - If your travel costs are more than €300, then please let us know so we can calculate the impact on the overall budget – only once approved should you book your travel and approve them to either book or search for an alternative.
 - We appreciate that for some of you, the costs of travel are likely to be higher than for others – PLEASE DO NOT WORRY! We will work with you to find solutions!
 - IN EARLY JANUARY, WE WILL PREPARE A DOCUMENT TO COORDINATE YOUR INFORMATION – PLEASE WAIT UNTIL THAT DOCUMENT IS SHARED (RATHER THAN SEND INDIVIDUAL EMAILS) TO TELL US HOW MUCH YOUR TRAVEL COSTS ARE OR ARE LIKELY TO BE. **WE WILL REQUIRE THIS INFORMATION BY NO LATER THAN FRIDAY 13TH JANUARY!**
 - Once each person has booked their travel, we will ask everyone to confirm their travel details (e.g. arrival & departure times, means of travel and where they arrive at/ leave from etc).



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