

Eligibility criteria for travel and accommodation expenses reimbursement:

1. Only direct employees by a local authority (city or regional government departments) are eligible. Utilities or operator representatives, even if those are fully municipally or state owned, are not included in this category. Civil servants even if payed by regional/local authorities and seconded to a company or association are not eligible. Limited to a maximum of one (1) person from the same organisation/institution.
2. Your local authority fulfils at least criteria (a), and either criteria (b) or (c)
 - a. Your city/region has signed and submitted the PLANHEAT [Letter of Intent](#);
 - b. A city/regional representative has participated in at least one of the [training sessions](#);
 - c. A city/regional representative is registered on the PLANHEAT [e-learning platform](#) and took the e-learning course.
3. You attend the full PLANHEAT final event: PLANHEAT – plan today, save tomorrow! On 8 May, from 11:00 to 15:30 (signed signature sheet on the day of the event, both morning and afternoon session)



Please note that a maximum of Euro (€) 500 of accommodation and travel expenses will be reimbursed. Additional costs (such as food and drinks, taxi costs to/from airport etc.) will not be reimbursed. Accommodation and travel cost reimbursements can be offered on the precondition that you fulfil all 3 eligibility criteria, and that these costs cannot be claimed elsewhere and have been approved by the PLANHEAT project manager beforehand.

The reimbursement will be carried out after the event and is subject to submitting your reimbursement form including invoices and tickets before May 23, 2019. Download the reimbursement form [here](#).

No Show: without providing proper notice, due to limited seats, another delegate might be prevented from participating in these specific sessions. Therefore, Euroheat & Power reserves the right to charge a fee of Euro (€) 95.00 for all missed activities a person registered for (“no shows”) and sessions which, absent a compelling reason, are not cancelled with a 72-hour advance notice. “No Show” fees will be billed to the registrant. Thank you for your understanding and cooperation as we strive to best serve the needs of all of our participants.

Registration substitutions are welcomed (you must be able to provide original registrant’s name, substitute’s name, postal address, job title, phone number and email address in order for Euroheat & Power to process a substitution).

Please note that the eligibility criteria are not legally binding and your reimbursement claim is subject to approval by the project manager; the criteria can be subject to change.

Check the latest version on: http://planheat.eu/archives/ph_events/planheat-final-event-euroheat-power-congress



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