

<p style="text-align: center;">2018 CEC Assembly CEC TRAVEL AND PARTICIPATION SUBSIDY Draft</p>
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General information

Participants from the list of member churches requiring subsidy (available at the CEC Assembly Office) are entitled to apply for a partial reimbursement of their travel/visa expenses and accommodation for one of their participants. **All participants, applying for subsidies are however, expected to pay the registration fee.** Please do your best to discover ways of funding your own participation.

The subsidies are valid only for church delegates. The fund will be available only for those member churches that have paid their membership fee for 2017.

Least costly route

Participants will be reimbursed only on the basis of the least costly reasonable* route between their place of residence and the venue for the event. We strongly recommend shopping around for cheap tickets, e.g. through using discount tickets or internet booking. ***If the participant has travelled in a more expensive manner, they will normally only be subsidised to the extent of the allowed method of travel according to these guidelines.***

Participants who are travelling by car and entitled to a subsidy should check the rate of reimbursement for car travel with the Assembly Coordinator before applying for a subsidy.

Participation

Participants in receipt of subsidy funding should be present for the whole event. Those who participate for less than 95% of the total duration will not be reimbursed in full, except in cases of emergency or illness.

Documentation

Subsidies are only granted on receipt of a filled in subsidy form. Applications should be made on the CEC subsidy application form within the stated deadlines for the event.

Travel expenses are reimbursed only on presentation of a copy of all travel documents and receipts. Please make sure you bring copies with you.

CEC reimbursement policy

The CEC subsidy application form will be put online on the CEC Assembly website. On receipt of applications the APC core group will formulate their recommendations which will be passed on to the presidency of CEC for approval. Please note that there is only a limited budget for this purpose. Approvals of subsidy request will therefore also depend on the funding available.

Authorisation

All applications should be authorised in writing by the appropriate authorities of the applicant's Church.

* 'reasonable' means that issues of personal safety, disability, and availability of transport may be taken into account. Except in an emergency, all transport arrangements must be agreed in advance.