****

**10th BOARD MEETING**

**25th June 2015**

**ENAR Offices - Brussels**

**INFORMATION SHEET**

The 10th Board meeting is scheduled on **Thursday 25th June**.

We will welcome you at 8h45. The meeting is scheduled until 17h00.

**WHO CAN ATTEND?**

Board members & staff members.

**HOTEL & VENUE OF THE BOARD MEETING**

|  |  |
| --- | --- |
| **Accommodation:**  **Nekotel Concept Art Hotel.**  Esplanade de L'Europe 27-29  1060 Brussels Belgium | **Meeting Venue :**  **ENAR Office**  Rue Gallait, 60 - 3rd floor  1030 Brussels  Tel: 0032 (0)2 229 35 70 |

**HOW TO GET TO THE HOTEL AND TO MEETING VENUE**

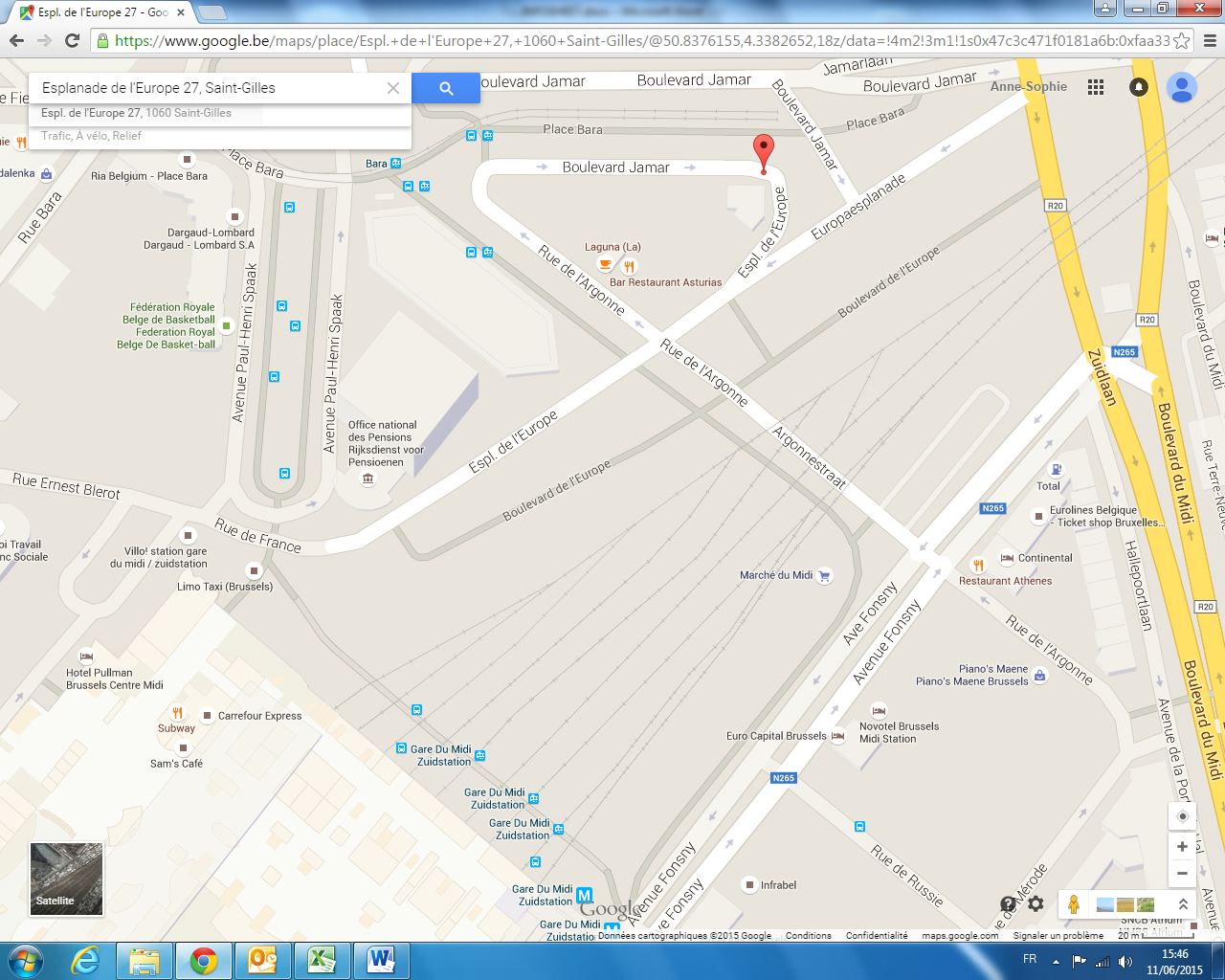
**From the Brussels airport (Zaventem) to the hotel**

At the airport, please take the express train direction Brussels and get off at “Gare du Midi“ (Midi Station). The airport train station is located below the terminal (basement level-1). The ticket costs €8.50 (one way). Trains depart every 20 minutes and run from 5 am to midnight. From Gare du Midi, please see paragraph below.

**From the train station (Gare du Midi) to the hotel**

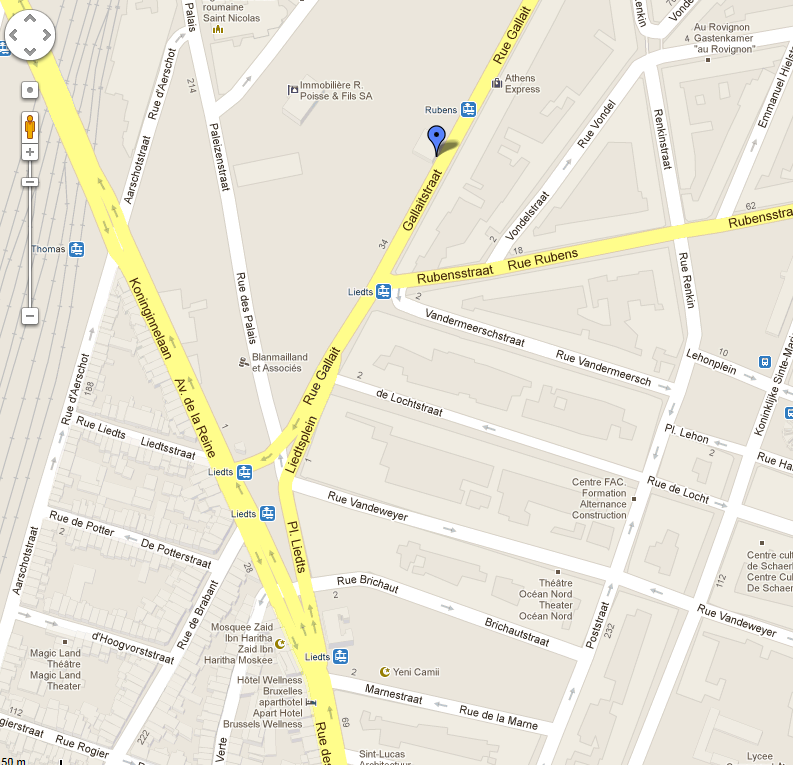
The hotel is a few steps away from the exit „Esplanade de l’Europe“.

When you exit the midi station, follow the road to your right to arrive at the hotel.



**How to get from the train station Gare du Midi to the meeting venue (ENAR office).**

Take tram n° 3 or 4 towards Esplanade or Gare du Nord and get off at GARE DU NORD. Then, walk to Gare du Nord stop to take tram n°25 towards Bondael Gare or Tram N°55 towards Da Vinci. With both trams you can get off at LIEDTS stopTram n°55 stop is in Rue Gallait. Tram n°25 stop is Place Liedts, it’s a 5 minute walk from ENAR Office**.**



**ENAR OFFICE**

Tram 25

Tram 55

**REIMBURSEMENT**

ENAR pays for each Board Member 1 night of accommodation and catering during the meetings.

Personal expenses such as phone calls, emails, mini-bar, extra meals, laundry, etc… will be charged by the hotel directly to the participants.

According to European Commission rules, we are only able to reimburse the most direct and economic travel route. Air travel is allowed only for distances above 400 km one way and is limited to special airfares, such as Apex tariffs. We can not reimburse tickets that were not used.

**For calculating the exchange rate, you must use the rate as publicized on the EC website:**

[**http://ec.europa.eu/budget/inforeuro/**](http://ec.europa.eu/budget/inforeuro/)

For those travelling by train, please note that only 2nd class train tickets can be reimbursed.

Travel costs will be reimbursed upon completion of an expense claim form which will be made available at the meeting and upon presentation of original receipts (**train or plane ticket with indication of the price and boarding passes**).

**Excess travel costs for which the Secretariat did not receive a request in advance will not be reimbursed.**  **Taxi receipts are not eligible.** Please note that metro and tram tickets will be reimbursed by ENAR.

**The use of a private car is reimbursed per car and not per person in the car to the value of a 2nd class return train ticket from point of departure to the meeting venue.**