

# Clean energy for EU islands

## Rules for reimbursement of travel and/or accommodation for your participation in the Clean energy for EU islands forum 2026.

Your travel and accommodation costs are reimbursable if your application for travel grants has been successfully approved by the Clean energy for EU islands secretariat and you have received a confirmation by mail.

**For all travel expenses plus accommodation with a total cost of up to 1.000€, we grant full cost coverage as reimbursement. For all expenses over 1.000€, we support with a travel grant of 1.000€.**

There are **two possibilities** to reimburse your travel and accommodation costs:

### 1. INVOICE FROM YOUR ORGANISATION

Your organisation may issue an invoice to justify the travel expenses and the reimbursement. The invoice can be sent by email to [hanna.schaefer@euislands.eu](mailto:hanna.schaefer@euislands.eu). Please make sure that the invoice includes the following details:

- Our address  
*Steinbeis Zi GmbH  
Hanna Schaefer  
Leuschnerstr. 43  
70176 Stuttgart  
Germany*
- Your VAT Number
- Our VAT Number: DE 308838809
- Date of the event/service
- Add the following description:  
*Travel reimbursement Clean energy for EU islands forum 2026*
- A copy of all expenses issued in the invoice (tickets, invoices, etc.)

### 2. REFUND VIA THE REIMBURSEMENT FORM

The reimbursement form below may also be used for the refund of your expenses. In this case, the receipts for all the expenses must be attached to the form. The documents supplied must show the class of travel used, the time of travel and the amount paid. In case of online bookings, please include a printout of the electronic reservation.

**Please send the signed form and all claimed receipts to [hanna.schaefer@euislands.eu](mailto:hanna.schaefer@euislands.eu).**

# Clean energy for EU islands

## RULES OF REIMBURSEMENT

You shall be entitled to reimbursement of your travel and accommodation expenses to the place of the forum.

For all travel expenses plus accommodation with a total cost of up to 1.000€, we grant full cost coverage as reimbursement. For all expenses over 1.000€, our support is limited to 1.000€. We will not cover any per diem or further associated costs.

Please find below the rules of reimbursement to follow.

### Accommodation allowance

Accommodation for three nights is included within the reimbursable expenses. If you need to stay more than three nights because meeting times do not align with your flight or train schedules, please contact the CE4EUI secretariat for approval before booking extra accommodation. An additional accommodation allowance may exceptionally be granted if prolonging the stay would enable you to obtain a reduction in the cost of transport worth more than the amount of these allowances.

### Travel Expenses

Travel must be organised based on the most appropriate means of transport and try to benefit from the most economical travel rates.

The service in charge of reimbursements from the CE4EUI secretariat shall have the right to carry out any checks that might be needed and request any proof required for this purpose.

They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the traveller's place of work or residence to the forum place. Please be sensible when organising your trip.

The CE4EUI secretariat shall not be liable for any material, non-material or physical damage suffered by the travellers or those responsible for accompanying a disabled traveller during their journey to or stay in the place where the forum is held, unless such harm is directly attributable to the Islands secretariat.

Invited travellers who use their own means of transport for travelling to the forum shall be entirely liable for any accidents that they might cause.

### Timings

Please submit your invoice or form, including receipts, no later than 30 calendar days after the final day of the event. This includes stamped train tickets, boarding passes, bus tickets, hotel invoices, etc.). We will then check and reimburse the eligible costs.

Beyond the 30-day deadline, the CE4EUI secretariat is absolved from any obligation to reimburse travel or accommodation expenses. Reimbursements shall be made in euros, when appropriate, at the rate of exchange applied on the day of the meeting.



# Clean energy for EU islands

All reimbursements shall be made to one single bank account.

Steinbeis Zi GmbH  
Hanna Schaefer  
Leuschnerstr. 43  
70176 Stuttgart  
Germany

**Sender/Invoicing party:**

\_\_\_\_\_  
(Surname, First Name)

\_\_\_\_\_  
(Street, No.)

\_\_\_\_\_  
(Postal code, City)

\_\_\_\_\_  
(Country)

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## Clean Energy for EU Islands forum 2026 | 20 -21 May 2026 | Travel grants

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### Date of travel

\_\_\_\_\_  
Please fill in the travel and accommodation period here

### Reason for Travel

Participation in the Clean energy for EU islands forum 2026 in Mallorca, Spain.

### Type of costs

**Euro**

**Foreign currency**

Travel costs:

Train ticket

Plane ticket

Tram / Bus / Public Transport

(Breakdown of all costs according to receipts)

Accommodation

Other

### Total Travel Expenses

### Bank details

\_\_\_\_\_  
Account holder

\_\_\_\_\_  
Bank name

\_\_\_\_\_  
BIC/S.W.I.F.T.-Code

\_\_\_\_\_  
IBAN

\* The invoicing party can issue the invoice via this form as a private individual (please enter a private address) only. The entries regarding the account must be coherent to the invoicing party. If you want to issue the invoice as an organisation, we ask you to use your companies invoicing.

I assure that all information is correct and all supporting documents are attached. I am aware that I am liable for any consequences of incorrect or incomplete information and incurs any additional costs.

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Date/Place

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Signature