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IGFP Travel Policy for speakers

This Travel Policy is applicable to all speakers (both IGFP members and non-members) who are engaged by the IGFP to take part in conferences or workshops.

General

1. Travel expenses will only be reimbursed if the speaker's service is the subject of a confirmed agreement between the IGFP and the speaker, if the service in question entitles the speaker to the reimbursement of their travel expenses, and if the speaker has actually delivered the service in question or the IGFP has expressly stated it no longer wishes to obtain the service.
2. All travel expense claims must be supported by corresponding evidence in the form of copies of receipts (submitted as PDF files). In the case of car journeys, the number of kilometres travelled will be calculated from the speaker's place of residence; this is specified in the speaker's contract.
3. As a basic principle, no compensation is payable for travel **time**.

Transport

Travel by train

1. Due to its smaller ecological footprint, train travel is the IGFP's preferred mode of transport.
2. Train journeys (1st or 2nd class) will be reimbursed up to a maximum of EUR 350.
3. Transfers to/from the station (e.g. by taxi) are included in this maximum amount.

Suitable stations for the IGFP Conference are the station in Niedernhausen or one of the major stations in Frankfurt am Main that serve long-distance routes (Frankfurt (Main) Süd, Frankfurt (Main) Hbf (main station) or Frankfurt am Main Flughafen (the station at Frankfurt am Main Airport)).

Travel by car

1. Car journeys will be reimbursed at a rate of EUR 0.50 per kilometre, up to a maximum of EUR 350.
2. This rate covers all additional costs (road tolls, parking charges, etc.).

Travel by plane

1. Flights within Europe: max. EUR 350 (including the cost of transfers to/from the airport).
2. International flights will only be reimbursed subject to prior approval by the IGFP; as a guideline, max. EUR 1,000.
3. Transfers to/from the airport (e.g. by taxi) are included in this maximum amount.

Accommodation

1. If the speaker lives **≥ 300 km** from the event venue, the IGFP will pay for hotel accommodation for a number of nights corresponding to the number of days of the event.
Example: For a two-day conference: max. 2 nights. For a one-day workshop: max. 1 night.
2. If the speaker lives **< 300 km** from the event venue, the IGFP will only pay for hotel accommodation for nights in between two consecutive event days.
Example: For a two-day conference: max. 1 night. For a one-day workshop: 0 nights.
3. If an extra night is necessary due to the mode of transport chosen, this must be approved by the IGFP in advance. The IGFP will accommodate requests of this nature where possible, especially in the case of travel by train.

Service obligation for certified IGFP members (IGFP-certified equine dental practitioners)

1. Giving a presentation at an IGFP Conference can be counted as a service obligation for certified IGFP members, but in this case, the speaker waives their claim to any payment or reimbursement and does not invoice the IGFP. For further details about the service obligation, please see the website for the up-to-date rules of procedure (*Geschäftsordnung*).