



## Practical info – page 1 of 2

**Information regarding travel and accommodation options to the event:**

**Be aware, that all meeting participants should self-arrange their travel and accommodation.  
The costs will be reimbursed up to certain limits described below.**

### Reimbursement:

Cost are covered by the project.

**External participants (SME, clusters, associated partners, VIP) will be reimbursed directly by University College Absalon (UC Absalon).**

Project partners that invite external participants and should inform them, that UC Absalon will be covering:

<b>External participant:</b>	<b>Reimbursement per person of actual cost incurred up to:</b>	<b>Covering:</b>
<b>From Denmark/Sweden</b>	150 EUR	Travel + 1 night accommodation Not for local participants
<b>From Poland</b>	300 EUR	Travel + 1 night
<b>From Lithuania</b>	300 EUR	Travel + 2 nights
<b>From Germany</b>	150 EUR	Travel + 1 night

**External participant should issue an Invoice sent by mail to [hegr@pha.dk](mailto:hegr@pha.dk) :**

**Invoices must be supported with readable copies of travel and accommodation documents (such as tickets, boarding passes, hotel invoice) proving all the expenses incurred.**

Invoice should be issued to:

University College Absalon Slagelsevej 7, 4180 Soroe, Denmark

Reference: Project SBFOODINNO – Event ID 190521

**IMPORTANT: Please indicate IBAN number and SWIFT code for the account, otherwise the transfer will not be possible.**



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External participant **from Denmark** should issue an invoice electronically via EAN number:

EAN-nr.5798000554504, CVR-no.30 87 43 23

**SBFOODINNO Project partners** are covering their travel and accommodation costs from their own budget. Contact your own financial officer for details.

### Travel info including car pool & Accommodation info (if applicable):

Please contact PMO Supporter Jolita Kausiuviene, [joka@pha.dk](mailto:joka@pha.dk) , phone: +45 7248 2716