



**GLOBAL COFFEE  
PLATFORM**

for a sustainable coffee world

# TRAVEL & ACCOMMODATION SUBSIDY

GCP Travel Subsidy Policy\_GCSC\_2018\_en



## 1. ELIGIBILITY

To enable maximum participation at the Global Coffee Sustainability Conference 2018, the Global Coffee Platform can make funds available to support the travel and accommodation costs of those member representatives whose organisations lack the necessary funds.

Only members (i.e. individual members as well as organization members) of the Producer and Civil Society stakeholder groups from a coffee producing country as well as associated members (organisations) affiliated to these two chambers are eligible for the subsidies. Given the limited budget of the Global Coffee Platform, only one subsidy application per member (individual or organization) is accepted. Please only apply for a subsidy if the costs cannot be borne by your organization and if otherwise your participation would not be possible.

## 2. EXTENT OF SUBSIDY

Dependent upon application, the subsidy may cover a contribution towards travel and accommodation costs of up to 2,000 USD per member organization (for members from a coffee producing country only). The subsidy will only cover documented costs up to the maximum possible amount.

### 2.1. Types of Costs Subsidized

The following types of expenses may be subsidized:

- Travel (including legal fees connected to it as well as insurance costs)
- Accommodation

**Transportation costs:** Generally, only bills up to a mid-range level will be accepted. For flights, economy class is the appropriate level, for trains, 2<sup>nd</sup> class. Transportation costs have to correspond to a direct connection and have to be temporally related to the Conference. Participants are urged to make cost-saving bookings at an early stage.

**Per diems:** There will be no per diems.

**Hotel:** Only standard accommodation without extra hotel services (mini bar, laundry services etc.) will be covered by GCP. Please note that the Secretariat will **not** make hotel reservations for the participants.

**Travel insurance:** Participants are urged to take out travel insurance themselves.

**Visa:** The Secretariat can support participants with visa applications by sending out official invitation letters. Please contact the Secretariat at [gcs2018@globalcoffeeplatform.org](mailto:gcs2018@globalcoffeeplatform.org) when you require such a letter.

**Coffee breaks/ meals:** The Global Coffee Platform provides for joint coffee breaks, lunch (on 8<sup>th</sup> and 9<sup>th</sup> November 2018) plus one reception dinner on 8<sup>th</sup> November 2018 for all participants (not refundable).



## 2.2. Process of Subsidization

### 2.2.1 Submitting the application

Participants have to submit their application for a subsidy **by 15<sup>th</sup> October 2018** at the latest, by using the "GCP Application Form for Travel and Accommodation\_GCSC2018\_en" to list the expected costs of the trip. This document also includes bank details for later refunding. Please make sure that you provide all necessary information.

The e-mail address to submit the application form is [info@gcsc.coffee](mailto:info@gcsc.coffee).

The Secretariat has the right to reject applications if their approval would exceed the total allocated sum of subsidization. Therefore, a member representative considering his/her participation in the Global Coffee Sustainability Conference and in need of financial support is advised to file the subsidization claim as early as possible. The deadline for applications is **15<sup>th</sup> October 2018**.

### 2.2.2 Submitting travel receipts after the conference

After the Global Coffee Sustainability Conference, participants have to **submit to the Secretariat the receipts** of the actual travel and accommodation expenses they seek (partial) subsidy (up to the maximum individual amount stated above), **no later than 20<sup>th</sup> November 2018**. Late submissions will not be considered. For flight tickets, the boarding pass and ticket invoice must be submitted.

### 2.2.3. Advance payment

Members who are not in the position to pre-finance the airfare may apply for advance payment of their subsidy. They should do so well in advance, at least three (3) weeks prior to the conference at the very latest. To apply for advance payment, please notify the Secretariat per email and attach the booking confirmation for your flight ticket. If your application for advance payment is approved you will receive a remittance up to the maximum sum of 2,000 USD.

### 2.2.4. GCP Board

This policy does not apply to members of the GCP Board, who will be refunded in the usual way.

## 3. APPLICATION

To apply for a Travel & Accommodation Subsidy, please fill out the application form before 15<sup>th</sup> October 2018.