



# Travel, accommodation and catering (rules)

## *Student outside Toulouse area*

You can download the expense report document from the website.

### Travel

Your travel costs will be covered following these terms:

Train: second class ticket if you travel by day, with possibility to arrive the day before - maximum 250 €

Flight: economic fare or low cost if the fare is lower or equal to a second class train ticket - maximum 250 €

Carpooling: refundable by sending receipt

Private car: under certain conditions

Additional costs: airport shuttle, bus, car park refunded on presentation of the original proofs. Taxi costs will not be covered.

**The travel amount shall not exceed 250 €.**

Any additional cost has to be submitted to the CNES approval: please send an email with the estimation or the simulation of your travel to [contact@cnes-jc2.fr](mailto:contact@cnes-jc2.fr) before proceeding with your booking. Specify in the email subject: "JC2 2021 - Prise en charge"

If your travel is under 250 €, please book it directly.

Then send an email to [contact@cnes-jc2.fr](mailto:contact@cnes-jc2.fr) to be aware of the refund terms, with subject "JC2 2021 - Prise en charge".

### Accommodation

**You have to book your hotel room on your own**, on the basis of 100 € per night, breakfast and city tax included >> see the list of recommended hotels on the website

The nights on 6 and 7 October 2021 will be refunded. The night on 5 October can be requested if you travel the day before (second class ticket).

Please add this amount to the expense report document.

### Catering

Lunches will be offered and taken at the Cité de l'espace.

The dinner on Wednesday 6 October will be refunded on receipt of the proofs (15 € maximum).

## ***Student from Toulouse area***

No refund for travel nor accommodation.

Lunches on 6, 7, 8 October 2021 will be offered and taken at the Cité de l'espace.

If you have any question, please send an email to [contact@cnes-ic2.fr](mailto:contact@cnes-ic2.fr)