

Cité de l'Espace de Toulouse



Travel, accommodation and catering (rules)

Student outside Toulouse area

You can download the expense report document from the website.

Travel

You have to book your transport on your own and we will reimburse you at the end of JC2. 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 at <u>contact@cnes-jc2.fr</u> before proceeding with your booking. Specify in the email subject: "JC2 2024 – Prise en charge"

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

Accommodation

You have to book your hotel room on your own, on the basis of 115 € per night, breakfast and city tax included >> see the list of recommended hotels on the website

The nights on the 16 and 17 of October 2024 will be refunded. The night on the 15 October can be requested if you travel the day before (second class ticket). Please add this amount to the expense report document.

Catering

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

The dinner on Wednesday the 16th will be offered in downtown Toulouse.

The diner on Thursday the 17th of October will be refunded on receipt of the proofs (18 € maximum).

Student from Toulouse area

No refund for travel nor accommodation.

Lunches on 16, 17, 18 October 2024 will be offered and taken at the Cité de l'espace. The dinner on Wednesday the 16th will be offered in downtown Toulouse.

If you have any question, please send an email to contact@cnes-jc2.fr