



THE 5TH INTERNATIONAL CONFERENCE ON
SYSTEMS MEDICINE, AI & DRUG REPURPOSING

Reimbursement and Cost Policy

General event information

Event name	RExP026 The 5 th International Conference on Systems Medicine, AI & Drug Repurposing
Event dates	September 23-25, 2026, Futurium, Berlin, Germany
Deadline to send reimbursement invoices and tickets	October 30, 2026, via Marlou Beumers, Office Manager, m.beumers@maastrichtuniversity.nl

Eligible costs – Accommodation, Meals, Travel

The following maximum reimbursement amounts apply per invited speaker:

- Up to EUR 600 for speakers travelling from Germany
- Up to EUR 1,000 for speakers travelling from within Europe
- Up to EUR 2,500 for speakers travelling from outside Europe

These amounts include accommodation, meals (breakfast), and travel expenses and represent the maximum reimbursement available per person. All expenses must be reasonable, properly documented, and remain within the available project budget.

If it looks like your costs may exceed this budget, please let us know so we can discuss internally what options are available.

TRAVEL

Flight:

- Within Europe only economy class flights will be reimbursed.
- Please include your boarding passes.
- Your flight itinerary should align with the official conference dates. If you plan to travel outside these dates, please get in touch with us beforehand to confirm eligibility.
- Additional private travel cannot be reimbursed.

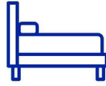


Train:

- Outside the Netherlands, second-class public transport is reimbursed.
- Check in and check out of public transport using a debit or credit card, the transaction record is not sufficient. Please, create an account with each public transport operator so that the travel history can be downloaded.

Car:

- Mileage allowance: If you are unable to use public transport to make your trip, then you are entitled to claim travel costs to the sum of € 0.23 per kilometer, covering the costs of the vehicle, fuel, depreciation, parking, toll roads and insurance.

	Eligible costs	Non-eligible costs
Travel 	<ul style="list-style-type: none">▪ Airfare (economy class) *▪ Train fare (economy class) *▪ Public transport **▪ Taxi fares within the city, where public transport is not practical **▪ Private car travel	<ul style="list-style-type: none">▪ Business- or First-class air travel▪ Travel visa costs▪ Car rentals▪ Parking fees (only if approved in advance)▪ Travel insurance▪ Ticket change fees
Accommodation 	<ul style="list-style-type: none">▪ Reasonably priced hotel accommodation (single occupancy)▪ City tax▪ Shared accommodation with other people (e.g., Airbnb) - pro-ratio of the stay is reimbursed	<ul style="list-style-type: none">▪ 5-star hotels▪ Hotel suites
Meals 	<ul style="list-style-type: none">▪ Hotel breakfast (if included in the accommodation invoice)	<ul style="list-style-type: none">▪ Alcoholic beverages
Other costs		<ul style="list-style-type: none">▪ Entertainment expenses▪ Any part of the travel associated with lobbying▪ Fines and penalties resulting from violations or failure to comply with laws and regulations (such as traffic violations)▪ Personal expenses incurred on behalf of the traveler, or his/her family, friends, or relatives▪ Expenses incurred before/after the event dates▪ Tips

- * Fares must be selected using the most direct and economic route.
- ** Only necessary transportation is covered (i.e. between airport, event venue and hotel).
- *** Fuel reimbursement will be calculated at a rate of € 0.23 per kilometer.

REMARKS

Travel advances are not issued. In case of any further doubt with regards to which costs are eligible or not, please contact Maastricht University, Marlou Beumers, Office Manager, m.beumers@maastrichtuniversity.nl.

Reimbursement is only possible for participants who attend the conference. If an invitee ends up not attending the event, they should cancel all bookings. Only cancellation fees will be covered by the project.

Booking process

For this event, **you should directly book and manage your own accommodation and travel**. The expenses will be later reimbursed by REPO4EU Maastricht University.

Reimbursement process

Reminders:

- a. Please keep all receipts during your trip. **Receipts are required for all expenses being claimed.** Expenses without the receipts will not be reimbursed.
- b. Please note that **boarding passes and card payment receipts are not accepted as proof of expense**. Boarding passes are required as proof of travel, but they do not replace the invoice/payment receipt. Proof of invoice payment is needed. Example:

	<p>Eligible taxi ticket (includes invoice information, VAT, etc.)</p>		<p>Non-eligible ticket (card payment ticket)</p>
			

- c. Currency: Expenses incurred in currencies **other than EUR** will be reimbursed using the exchange rate applied by Maastricht University.

To proceed with your expenses' claim, please follow the instructions below:

1	After the event, the traveler completes the reimbursement form. All expenses listed in the reimbursement form need to be accompanied by a receipt (PDF format).
2	REP04EU Maastricht University will review the reimbursement form and receipts and proceed with the reimbursement of the expenses claimed. Reimbursement is normally processed within 4–8 weeks after receipt of all required documentation.

If you have any questions regarding the reimbursement process, please contact Maastricht University, Marlou Beumers, Office Manager, m.beumers@maastrichtuniversity.nl.

