

# Travel & Accommodation Arrangements 2017



## **Our arrangements for the reimbursement of travel costs, accommodation and subsistence.**

### **A) Travel costs**

Travel tickets for musicians, singers, team members and other invited participants must be booked by using the most appropriate and cost-effective means of transport and a maximum (usually not in excess of 200€ per person, excluding meet-and-greet local travel that we arrange) for a round-trip will usually be stated when you are invited (or, more commonly, we will organise travel for you). Tickets must be booked at the earliest opportunity in order to take advantage of the best rates. All travel is deemed to start from a local airport or station near your home or agreed start address or place of employment of the participant.

(For participants with a recognised disability, their circumstances will be taken into account in determining the most appropriate means of transport and the terms of travel).

Approved travel expenses will be reimbursed, usually before the end of the accounting period for the festival which ends on 31 December each year, on completion of a claim form or equivalent email or letter accompanied by presentation of original supporting documents or scanned copies (justificatifs).

Except if expressly invited, there will be no reimbursement of costs made for the accommodation for partners and/or children accompanying the participant or for child care costs during the festival or in transit.

We normally ask you to limit the cost of international travel to a maximum of 200€ per person for the festival and we will normally then reimburse up to this maximum without question. Above this level, please accept proportional reimbursement or provide some additional justification for higher costs!

### **By rail**

Travel expenses are reimbursed on presentation of supporting documents on the basis of the most affordable rail fare, including the cost of seat reservations and any supplements and musical instruments. We may alternatively contribute the equivalent of an economy ticket for the journey if you choose to travel in a premium class.

### **By air**

Journeys covering distances of more than about 400 km (one way) may be made by air, economy class or equivalent, at the lowest available price taking the date of the event into account. Booking fees and the cost of air travel in economy class are eligible, using the lowest economical fare available on the market: (try Skyscanner).

We cover one item of hold baggage for participants who come for more than 2 nights. Otherwise we usually cover only hand-baggage and instruments.

In exceptional cases, "business class" may be permitted but only with our prior agreement - e.g. when:

- flights have a duration of 4 hours or more without stopovers;
- flights outside Europe have a total flying time of at least 12 hours in any consecutive period of 72 hours). We may alternatively cover the equivalent of an economy ticket for the journey if you choose to travel in a premium class.

### **By car**

We strongly advise against using own cars to attend the festival unless you are travelling only very short local distances or are travelling in a group of 3 or more invited participants. We do provide local vehicles (small Fiat Pandas, usually) or lift shares for participants whose accommodation is not within easy walking distance of the main rehearsal and eating areas. We also provide bus and other local transport to and from stations and airports in the Var (mainly Nice or Les Arcs) and to concerts or other events where you are performing or rehearsing.

Participants who choose to use their own cars remain fully liable for any accidents involving their vehicle and for any traffic offences. Musique Cordiale will not accept any requests for compensation or reimbursement.

Participants are required to use appropriate, safe and properly-serviced vehicles and to comply with the relevant safety rules: rest times, 'highway code' or local equivalent, etc.

The use of a car is authorised where, in view of the specific features of the trips, it improves the cost effectiveness of travel and/or of effective performance of what we have asked you to do for the festival or association itself, particularly where the vehicle is shared by a number of festival participants or staff.

The cost of a journey by private car (personal cars) is calculated at a rate per up to a maximum for the financial year 2016-17 which ends on 31 December 2017 of € 0.20 per kilometre.

Other expenses (motorway tolls, parking, ferry crossings, etc.) can also be reimbursed on presentation of the corresponding supporting documents.

Please bring your driving license and support documents with you in case we need to lend you a vehicle for our convenience or to enable you to take time out during the festival. (We will charge you a very affordable rate for vehicles made available to you for your own convenience).

### **By taxi**

We encourage the use of public transport but recognise that this is limited in the Pays de Fayence and for our particular purposes during the festival. Only where public transport is not a suitable alternative (for example, for safety reasons) or not available, taxis or our recommended car-sharing arrangements may be used and are considered as eligible costs for transfers to airports or stations: we will usually make the arrangements for you (contact [hannah@musique-cordiale.com](mailto:hannah@musique-cordiale.com) - +33 (0) 787 46 99 27). Taxi fares are reimbursed on presentation of the original or scanned supporting documents duly and clearly completed.

## **Travel by boat (mainly x-channel ferries) or Channel Tunnel**

The appropriate class and car/cabin supplements will be authorised in accordance with the needs of the service and in line with the length and cost of the trip and considerations of cost-effectiveness. We will pay at the most economical rate and require, as with other bookings, that you either ask us to make the reservations or that you book early and affordably, including using ferries rather than the channel tunnel and choose the best times of day to travel where possible.

## **B) Accommodation - hotel ceilings**

Accommodation costs for participants are reimbursed on the basis of the most appropriate and cost-effective means. Hotel accommodation for the participants is reimbursed within the ceilings laid down below and includes cost for breakfast. This applies only to participants and not to their partners or children unless pre-agreed. We usually arrange and pay for local accommodation during the festival and try to match this to your preferences and needs, We do not pay for lunches; dinner is provided communally or by voucher during the festival. Other accommodation costs are rarely required for travel within Europe except where you are driving a vehicle that delivers multiple musicians, music, equipment, costumes or set or large musical instruments – or a combination of these! And just because we mention these maxima does not mean that you need to approach these prices. We expect you to accommodate yourself in transmit much more cheaply than this. There are lots of good 30€ B&B rates around!

France	Max 60€ per person per night
Germany, Italy	Max 70€
UK, Netherlands, Belgium	Max 80€

## **C) Subsistence**

We do not pay for breakfasts, lunches or snacks for participants during the festival when we provide accommodation, dinner and wine. We sometimes provide additional refreshments before or after some rehearsals etc, where we deem it appropriate. While travelling to and from the festival you may sometimes need to purchase dinner, lunch, snacks or refreshments but we do not reimburse you for these except occasionally on journeys (mainly pre-approved journeys by road – see conditions above) which exceed 6 hours in duration where we may cover a main meal or equivalent for every 6 hours between 7AM and 9PM. Please detail and explain any expense claim that you wish to make in this circumstance.

## **D) Other expenses**

We will reimburse you for expenses incurred on behalf of the festival if they have been agreed with Hannah, Pippa or me beforehand. Any other items, please let us know what and why you purchased something for us or during your stay with us and we will try to be reasonable (e.g. light bulbs or vital items missing from your accommodation, repair to music stands, photocopying, reeds...). We remind you that you agree to cover yourselves for all travel and health insurance purposes but we do occasionally buy or reimburse you for additional costs (e.g. flights or taxis) required as a result of becoming ill or some other such eventuality. Just contact us!