



Practical details for the training school

Most important information - booking your own travel, accommodation and food

Travel: Please note that trainers are required to **book their travels themselves**, by following the COST guidelines – you can find a very detailed description below in this document. Please note that travel fees will be reimbursed after the event and that travel costs should not exceed 400 euros. If your travel costs will exceed 400 euros, please be in contact with Grant Holder Manager Laura Seben (seben@ecmi.de) in advance to discuss your options.

*Please also remember that the UK is **not in EU Schengen** and you require a passport to travel. You also require Electronic Travel Authorisation (ETA). The cost of ETA is a reimbursable expense, if you buy it directly. Please don't purchase ETA through a third party, in this case the cost of ETA cannot be reimbursed!*

Accommodation: Trainers are also required to **book their own accommodations** – you can find a list of possible locations in this document. Accommodation fees, as well as local travel should be covered by the **daily allowance**. Each trainer will receive a daily allowance of 180 euros per training day and a proportional amount for travel days, which will be reimbursed after the event. The total amount should be around 520 euros – so please plan your accommodation fees, food and local travel accordingly! You can find a very detailed description about reimbursement below.

Food: Please note that food is not covered, nor fully arranged by the organizers either, trainers are required to **cover their own food expenses by the daily allowance**. You can find several restaurants, cafes, pubs on Campus that offer food with reasonable prices ([HERE](#) is a list of restaurants on campus and [HERE](#) you can find the opening hours for summertime!) The organizers are arranging **group dinners for participants**, but please note that the cost of these meals will not be covered by them and will be the responsibility of each trainer. However, some meals and snacks, as well as coffee at the location of the training is covered by local organizers.



Travel to and from Aberystwyth

The training school program is three whole days, from Monday morning – program starting at 9am – till Wednesday afternoon – program will end at 4.30pm . However, we warmly recommend that you arrive on Sunday the 14th, when we will also have an informal gathering in the evening.

Either way, when you are considering your flights, please take into account that **all airports are at least 3.5 hours by train from Aberystwyth**. So go for an early departure from where you start your journey, and similarly, when you book your return flight, remember the distance.

Below we note the time required to travel and the last possible trains from the airports on Sunday 14 September.

Of course, try to plan so that you arrive earlier and the last train is your back up plan if things go wrong.

(a) Birmingham

Most straight forward. The last possible train leaves Birmingham International Train Station at 20:10 arriving in Aberystwyth at 23.12

(b) Manchester

The last train leaves Manchester Airport Train Station at 19:02.

If your plane is delayed and you think you might miss the last train, it is possible to go by taxi (20 minutes at a standard rate of £25) from the airport to Wilmslow Train Station to catch the same train at 19:47. In any case, change at Shrewsbury to catch the 21:28 which arrives in Aberystwyth at 23.12. **(Please note that taxi fees cannot be included in travel fees and will be covered by daily allowance!)**

(c) London Gatwick, Heathrow or Stansted

The last train is the 18:47 from London Euston arriving into Aberystwyth at 23.12



Heathrow, Gatwick and Stansted are approx 1.5 hours by tube/train from Euston; in each case one change is required.

Bus from London Victoria dep 11:00 arrive to Aberystwyth 18.45.

(d) Cardiff Airport

The last train leaves at 17:15.

Trains can be booked via Transport for Wales (<https://tfw.wales/>) or Trainline (<https://www.thetrainline.com/>). It is also possible to reach Aberystwyth via National Express coach, there is a daily connection to London and several to Birmingham (<https://www.nationalexpress.com/en>).

This train ticket is also reimbursable, so you should keep it and add it to your travel expenses!

When you arrive in Aberystwyth, the accommodation is about 20 minutes uphill walk. But, many of you will be on the same train. A taxi will be about £5. **Please note that taxi fees cannot be included in travel fees and will be covered by daily allowance!**

Accommodation

Below you can find some possible student accommodations in Aberystwyth. You can find several other possible accommodations in the city.

1. Aberystwyth University Bunkhouse:

Has 90 individual bedrooms, consisting of either double or single beds. Sharing a fully equipped kitchen and bathroom facilities (2 toilets and 2 showers) with 8 bedrooms per flat.

Price: 2-night minimum stay for £40.00 for a single room and £54.00 for a double room.



2. Aberystwyth University Penbryn

Budget single bedroom accommodation. Sharing a kitchenette and bathroom facilities (2 bathrooms in each flat, shared between up to 20 bedrooms).

Price: 2-night minimum stay at £30.00 per night.

Reimbursement

Below you can find some important information about reimbursement. Please read the following infoguide carefully and act accordingly. If you have any questions, feel free to contact the Grant Holder Manager (Laura Seben) seben@ecmi.de.

Before the event

1. Once you receive the official invitation in E-COST, you have to accept it within 2 weeks. If you are not registered in the system, please complete this step as soon as possible. Afterwards, you can purchase your tickets and book your accommodation. Please note that invoices/receipts before the date of acceptance of the invitation cannot be reimbursed.
2. Save the emails you receive from the airlines or travel agencies, as they contain the travel itinerary and price that you will need to upload to E-COST after the event. When planning your journey, keep in mind that taxi rides, shuttles, or Uber drives are not eligible expenses. **Cancellation insurance can be reimbursed and is highly recommended. If you are unable to attend the event, the cost of flights and accommodation will not be reimbursed. That is why we kindly ask you to purchase cancellation insurance when possible.**

During the event

1. On each morning of the training school, you have to sign the attendance list. Otherwise, you won't get the Daily Allowance for that day. You are eligible to a daily allowance of €180 for accommodation and subsistence costs for each full day of the training, and a proportional amount for travel days. Extra days spent on the location are not covered by COST.



2. Keep and scan the tickets, invoices and receipts you collect during your stay. You will need to upload them later.

After the event

1. Within 15 days after the event, you have to submit your reimbursement claim via E-COST.

KEEP IN MIND!

1. Time of travel: Please note that you may claim up to 2 hours before/after your departure/arrival from/to a major transportation hub. In case your journey from/to your home took you longer than 2 hours, please submit a justification in the comments, as well as supporting documents.
 - Example: You live 3 hours away from the closest airport and took a car. You need to provide a parking ticket to be able to claim 3 hours of travel time.
2. Tickets: Please make sure that the ticket you upload in E-COST contains the following information: name of the passenger, price of the ticket, travel itinerary with exact time and date. If for some reason, this is not possible, provide a justification.
 - Example: "My train ticket is a flexiticket, doesn't have time and date."
3. Car travel: If you travel by car, please note that you need to upload a parking ticket with the exact dates or an accommodation invoice stating that parking was included in the bill. Otherwise, your claim will be rejected.
4. Short-distance travel: If a part of your journey was less than 100 kms, you cannot claim that amount as it is "local transportation" according to COST rules and is covered by the Daily Allowance. To avoid running into problems, please purchase tickets that align with the recommended travel routes.