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Dear Colleague,

Thank you for your contribution to TRANSELECT Erasmus IP, which will be held at the installations of T.E.I. of Crete in Chania, Crete, from 7th of July until 18th of July 2014.

The budget of this project covers travel expenses, accommodation and subsistence cost for lecturers participating in the IP, provided they are coming from the Partner Institutions of the Project

Below you will find some useful information concerning your travel and accommodation to Chania.

Travel arrangements and travel expenses.

Your destination is Greece / Crete / Chania.

Flight booking and travel arrangements is a responsibility of the participants.

You can travel to Chania by choosing one of the flights, which are scheduled daily to Chania, Souda Airport (CHQ) (or alternatively Heraklion N. Kazantzakis Airport (HER)). You can fly directly to Chania airport or via Athens. The distance from Chania Airport to Chania is about 15 km. (From Heraklion Airport to Chania is 150 km).

For your transportation from Chania Airport to Chania you can either use a public coach (cost 2.30 €) or a taxi (cost around 15 €)

From Heraklion airport take a taxi to Bus Station for Chania and then take a public coach to Chania (cost around 20 € and travel time 2 h 15 min)

Regarding **flights booking**, please take into consideration that air travel costs higher than an economy class are not allowed. The prices of the tickets must be reasonable and realistic. **Participants are required to always use the cheapest means of travel. Special fares must be used as far as possible. Air travel costs higher than an economy class are not allowed.**

The programme refunds 75% of teachers' total travel expenses. The eligible travel cost per teacher (roundtrip), according to the project's contractual rules, is up to 500 (thus the max refundable amount per travel cost is 375€, equal to 75% of the price ceiling). The rest 25% will be covered by the participating institutions (as for most EU programmes). In any case the daily allowance is enough to cover the rest 25%.

It is strongly recommended to provide written evidence of your travel expenses. Otherwise, it will be impossible for us to refund the amount you are entitled to. Please keep and give to our administration original travel agencies receipts, e-tickets confirmation printouts, flight coupons, boarding cards and any other receipts showing your actual travel costs, along with a copy of Passport or ID).

This procedure includes also your travel back home. Thus all the participants should send back to us (10th of August the latest) tickets coupons and boarding cards of return flights and any other travel receipts in the address mentioned in section "Refunding".

Subsistence and accommodation cost

The programme covers subsistence and accommodation expenses for teachers participating in the project and gives a daily allowance of 144 € for a full day (which includes an overnight stay). This amount covers accommodation, meals and all local travel costs of the invited teacher. For days without an overnight stay this allowance has a pro rata reduction for accommodation.

In the context of Erasmus rules, the daily allowance should be also justified by the work done.

Thus, for an Invited teacher who gives one lecture, a reasonable refundable amount is 432 €, corresponding for a period of staying of 3 days.

Participating teachers may extend their staying if they wish, but the refundable amount cannot exceed the above mentioned limits, always in accordance with each teacher's work contribution to the didactical programme

Regarding accommodation arrangements, we have the ability to make hotel reservations for you in the bellow mentioned hotels situated in a walking distance from T.E.I. or located on the old harbour.

Of course, you may also find a hotel of your choice.

Please take into consideration that each teacher will pay directly the hotel and we will reimburse the amount he/she is entitled to after the end of the project (additionally with the reimbursement of travel expenses).

After arranging all the details of your travel, please let us know (by email) if you want us to proceed with accommodation arrangements (deadline for hotel reservations 10th of June).

Refunding

Reimbursements will be done after the end of the course and not before we receive the original travel receipts of each participant (including the receipts of the trip back home: return flights coupons, boarding cards e.t.c.).

You are kindly requested to send these receipts back to us by the 10th of August (the latest) to the address given bellow, in order to speed up the reimbursement procedure and avoid payment problems.

For sending the documents by post the address is:

TECHNOLOGICAL EDUCATIONAL INSTITUTE OF CRETE
P.O. Box 89, KDS Chania
10, Anapavseos St, 73135 Chania
Crete, Greece
Attention to: Dr. Kostas Petridis

For sending the documents, by a courier company, the address is:

TECHNOLOGICAL EDUCATIONAL INSTITUTE OF CRETE
3 Romanou St, Chalepa – 73133 Chania - GREECE
tel: +30 2821023038
Attention to: Dr. Kostas Petridis

All the receipts must be retained in our financial services to satisfy Auditing requirements. Copies will be returned to each participant upon request.

Payments will be done by wire transfer, and will be deposited into your bank account. So, please send us by e-mail your full **bank account details**:

- ✓ **Name of the bank**
- ✓ **Name of the Bank account holder**
- ✓ **Code Number of the account**
- ✓ **IBAN code**
- ✓ **Swift code**

An application form you can find in our website: <http://transelect.chania.teicrete.gr> or as attached file to this e-mail. This application form serve to us also as a confirmation for your participation.

Please send it filled by the end of April 2014

Should you have any further questions, don't hesitate to contact us at:

c.petridischania@gmail.com for Dr. Kostas Petridis (tel: +30 2821023041)

Best regards

Yiannis Kaliakatsos