

From: Prof. Yiannis Kaliakatsos

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Chania, 10<sup>th</sup> April, 2014

Dear Student

Thank you for your interest to participate in TRANSELECT ERASMUS-IP

The objective of the course is to give last year undergraduate and post-graduate students (Master, PhD) a broad introduction in basic and advanced topics of Transparent Materials for Electronic Applications.

This Intensive Programme (IP) is organized by the Electronics Department of Technological Educational Institute (TEI) of CRETE-Chania. It will be held at the Chania Crete, from 7<sup>th</sup> of July until 18<sup>th</sup> of July 2014.

The programme covers travel expenses, accommodation and subsistence cost for all the participating students. (You may exceed your stay for some days at your own expenses but at the same rates)

More analytically:

**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)). The duration of the flight from Athens is approximately 40 minutes.

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 20 €)

From Heraklion you have to take a taxi to Bus Station for Chania and then take a public coach to Chania (cost around 30 € round trip, 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.

You are required to always use the cheapest means of travel. Apex tickets or special fares must be used as far as possible. Air travel costs higher than an economy class are not allowed<sup>1</sup>.

The Course begins on the 7<sup>th</sup> of July and it lasts until the 19<sup>th</sup> of July. So, the day of arrival should be the 6<sup>th</sup> of July (Sunday - arrival at Chania) and the day of departure the 19<sup>th</sup> of July (Saturday - from Chania).

The programme refunds 90% of students' total travel expenses up to the max amount of the travel cost limits mentioned below (travel expenses above this limit will not be refunded). Original receipts and relevant documentation of travel cost are required for reimbursement.

In particular, it is strongly recommended to provide written evidence of your travel expenses. You should keep and give to our administration all the receipts or other documents showing your actual travel costs (any travel agencies receipts, e-tickets confirmation printouts, flight coupons, boarding cards and any other receipts of travel cost together with a copy of Passport or ID). Otherwise, it will be impossible for us to refund the amount you are entitled to. (It is an Erasmus Programme strict rule, to provide documentary evidence of any travel cost we charge to the project)

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

### Accommodation and subsistence cost

**Administration of TRANSELECT-IP has the full responsibility for hotel reservations for all the students participating in the programme and covers full cost of accommodation expenses from the 7<sup>th</sup> of July (check in) until the 18<sup>th</sup> of July (check out on the 19<sup>th</sup> of July, in total 12 days with an overnight stay).** (You may arrive earlier and leave later if you use low cost airlines. In this case will ask the permission for refunding the extra days).

You will be accommodated in a hotel called "Monte Vardia" situated at Profitis Elias Hill in walking distance from T.E.I. (you may find a map at <http://transelect.chania.teicrete.gr/travel.php>)

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<sup>1</sup> Please keep the prices of your travel cost (roundtrip) in line with the following financial estimates (included KTEL - Bus cost from Heraklion-Chania to which is-approximately 30 € roundtrip). For travelling from:

- **London** to Crete: **400€**
- **Portugal**, to Crete : **500€**
- **France** to Crete: **450€**
- **Germany** to Crete: **400€**
- **Romania** to Crete: **400€**

**For 13 days with an overnight stay, the total accommodation including breakfast the cost is 325 € /per person in a double room.** This is a special price that the hotel offers only for the students of the IP (Official price from [www.booking.com](http://www.booking.com) is 455 €/per person in a double room) (see the hotel site [www.montevardia.gr](http://www.montevardia.gr) )

**Please take into consideration that each student will pay for the above mentioned amount directly to the hotel and will be reimbursed after the end of the project, additionally with the reimbursement of travel expenses.**

Since we have the responsibility for your room reservations to Monte Vardia Hotel, **you are kindly requested to inform us about the accurate date and time of your arrival and departure, so that we can proceed with hotel arrangements (deadline for room reservations 10<sup>th</sup> of June).** For lunches and dinners you can use the T.E.I. students' restaurant for 5 €/per day

**Please keep in mind:** The accommodation and subsistence cost per student cannot exceed the amount of 20€ per day according to Erasmus IP rules. (see e.g. <http://transelect.chania.teicrete.gr/application.php> )

T.E.I. will try to find an extra budget to cover part of other activities and keep the cost of living expenses as low as possible. But don't forget that Chania is one of the most popular tourist destinations and the July is High Season Period.

### Refunding

Each one will be informed of the amount he/her is entitled to, which will be calculated on the basis of the above mentioned rules, during his/her staying in Crete. Payment vouchers with all the receipts attached will be signed.

These amounts will be reimbursed after the end of the course and after we receive the original travel receipts of each participant (including the receipts of the trip back home: return flights coupons, boarding passes, bus tickets and any other return travel receipts, hotel receipt 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:	For sending the documents, by a courier company the address is:
<i>TECHNOLOGICAL EDUCATIONAL INSTITUTE OF CRETE</i> <i>P.O. Box 89, KDS Chania</i> <i>10, Anapavseos St, 73135 Chania, Crete, Greece</i> <i>Attention to: Dr. Kostas Petridis</i>	<i>TECHNOLOGICAL EDUCATIONAL INSTITUTE OF CRETE</i> <i>3 Romanou St, Chalepa – 73133 Chania, Crete -Greece</i> <i>tel: +30 2821023041</i> <i>Attention to: Dr. Kostas Petridis</i>

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

Payments will be done by wire transfer, and reimbursements will be deposited into each participant's bank account. So, additionally to the receipt requirement, we need your full **bank account details**: (A copy of application form is attached, if you don't have filled it up to now)

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

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

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

Best Regards



Prof. Yiannis Kaliakatsos

PS - More details can be found in: <http://transelect.chania.teicrete.gr/>

You can also find us in Facebook as: <http://www.facebook.com/TransparentElectronics>