

TRAVEL & ACCOMMODATION REIMBURSEMENT POLICY

Pasteur Network | Version 1.0 | 26 June 2026

1. Purpose

This policy sets out how the Pasteur Network manages travel and accommodation costs for participants in its events. It applies to all individuals whose travel or accommodation is covered by the Pasteur Network, regardless of role or region.

The policy is built on a straightforward principle: participants book and pay for their own travel, and the Pasteur Network reimburses after confirming attendance. Hotel accommodation for covered participants is arranged directly by the PN Team. The full process is described in the sections below.

2. How Reimbursement Works

Before the event

Participants book and pay for their own travel arrangements. The Pasteur Network does not make advance payments for travel and carries no booking risk. Hotel accommodation for covered participants is handled separately by PN Events events@pasteur-network.org — see Section 5.

During the event

Attendance is recorded at each event. Confirmed attendance is a condition of reimbursement.

After the event

Participants submit proof of attendance, receipts, and an invoice to PN Accounting accounting@pasteur-network.org. The Pasteur Network verifies and processes reimbursement in line with the entitlements set out in this policy.

Reimbursement is conditional on attendance. Costs incurred by participants who do not attend will not be covered.

3. Scope of Coverage

The policy applies to four types of Pasteur Network events. Requests that fall outside these events, or that exceed the entitlement defined below, are outside the scope of this policy.

Event	Covered participants	Entitlement
Board Meetings	All Board members	1 allocation per Board member. Unconditional.
Scientific Focus Meeting (annual, June)	1 participant per member institution	Institution selects who attends. No second allocation. No carry-over.
General Assembly	Remote only — no travel covered	No reimbursement under any circumstances.
PNAM	Up to 2 participants per member organisation	Organisation selects who attends. Third participant not covered.

Participation in external events — conferences, partner meetings, or third-party convenings — is handled on a case-by-case basis and is not governed by this policy.

Exception: PN-requested representation. When the Pasteur Network formally asks an individual — whether a Board member, Director, or staff member — to represent it at an external event, the Pasteur Network covers all associated travel and accommodation costs in full. This applies only when the individual is acting at the explicit request of the Pasteur Network, not in a personal or independently elected capacity.

4. Travel — Self-Booked Flights

4.1 Booking deadline

Flights must be booked at least two months before the event. This is the date on which the reference fare table is established. Tickets booked after this point will be reimbursed up to the reference fare published at the two-month mark, regardless of the actual amount paid.

4.2 Ticket class

Participants may book in any class, but reimbursement is capped at the economy semi-flexible fare for the same route and dates. Any cost above that — whether from a class upgrade, a more flexible fare tier, or a fully refundable ticket — is the responsibility of the participant's institution.

4.3 Best value principle

Participants are expected to book the most direct and cost-effective route reasonably available from their location. Reimbursement will not exceed the fare for the most efficient routing for that journey, as reflected in the reference fare table. Where a more expensive or less direct itinerary is chosen, only the equivalent efficient fare will be reimbursed.

4.4 Reference fare system

Ahead of each event, the Pasteur Network publishes a reference fare table on the event website. This table lists the estimated economy fare from each member country to the host city, based on prices at the two-month booking deadline. The reimbursable ceiling is the reference fare plus 20%. Any amount above this ceiling is the responsibility of the participant's institution.

4.5 Changes and cancellations

Date changes are permitted within the semi-flexible fare conditions. Change fees are reimbursable provided the total cost — original fare plus any fees — stays within the reference fare ceiling. Cancellations and no-shows are not covered.

Parameter	Rule
Booking deadline	At least 2 months before the event
Ticket class	Economy only. Participants may book in any class, but reimbursement will not exceed the economy fare for the same route and dates.
Ticket type	Semi-flexible (date changes permitted, no refund)
Routing	Most direct route reasonably available. Reimbursement will not exceed the fare for the most efficient routing for that journey.
Cost ceiling	Reference fare + 20%
Reference fare published	On the event website, at the 2-month mark
Changes	Permitted if total remains within the ceiling
Cancellations / no-shows	Not covered

5. Hotel Accommodation

5.1 Room block

For each event, the Pasteur Network negotiates a block of rooms at a designated hotel at a preferential rate. The block is available to all attendees regardless of their status. It operates with defined fill milestones and a release date, both of which are communicated with the event invitation. Rooms not confirmed by the release date are returned to the hotel.

5.2 Participants whose accommodation is covered by the Pasteur Network

The PN Team books the hotel directly on behalf of covered participants. There is no separate reimbursement process for this group. If a participant has not provided confirmed travel details by the cut-off date, the reserved room will be released. Should

the designated hotel be fully booked, the Pasteur Network will arrange equivalent accommodation elsewhere at a comparable rate.

5.3 Participants booking independently

Participants whose accommodation is not covered by the Pasteur Network will receive a booking link or contact to reserve within the room block at the negotiated rate. Bookings made after the release date are at the participant's own risk in terms of availability and rate.

5.4 Nights covered by role

The table below sets out the standard coverage for PNAM, which serves as the reference example. The same principle applies to all Pasteur Network-organised events, with the specific periods communicated per event.

Role	Nights	Period
Board Members	5	Eve of Board Meeting → End of PNAM
Members	4	Opening Ceremony → End of PNAM
Non-members (speakers, guests)	TBD	Confirmed in writing at time of invitation

For non-members such as speakers and guests, night coverage is confirmed in writing at the time of invitation. No reimbursement will be made beyond what is explicitly stated in that communication.

6. Claiming Reimbursement

To claim reimbursement, participants must submit the following within 30 days of the event:

- Original receipts or e-tickets for all travel costs claimed
- Invoice addressed to PN Accounting accounting@pasteur-network.org

Attendance is verified against the event's official registration and check-in records. The Pasteur Network will process reimbursements within 30 business days of receiving complete submission.

7. Special Cases

Emergencies

In cases of genuine emergency — illness, bereavement, or visa denial — participants are asked to notify PN Events events@pasteur-network.org as early as possible. These situations are reviewed individually. A small discretionary fund, separate from the main reimbursement budget, is available for adjudicated exceptional cases.

Members with cash flow constraints

The Pasteur Network is open to discussing tailored arrangements for member institutions with demonstrated cash flow constraints. These are handled individually and do not affect the general policy.

Anyone with questions about a specific situation is welcome to contact the PN Events events@pasteur-network.org before making any travel arrangements.

8. Review

This policy will be reviewed after the first full event cycle. Findings will be reported to the Board. Any amendments require Board approval.

Contact: events@pasteur-network.org