



A simple guide for **TRAVEL REIMBURSEMENT**

TRANSPORTATION

- Taxi
- Ride-hailing services
- Bus
- Car rental (3 days)
- Train
- Parking (nearby venue)
- Flight

ACCOMMODATION

- 3 Nights (20th & 21st + 1 night)
- For 1 person only (E8PA members)
GOLD & PLATINUM members +1 person
BLACK members +2 person

We will not accept...

- Event ticket
 - Extra fees
 - Food and drinks
 - gas and toll fees
- Example: Extra baggage, upgrade fees, ... etc

Submit receipts/invoices for every reimbursement.
For transportation receipts, departure/pick up location and destination must be visible.