

Arrangements artesnet working group members

We are delighted that you have agreed to take part in one or more of the three **artesnet** strand working groups.

As you know the *The National Academy of Theatre and Film Arts*, NATFA, Sofia received support for the Erasmus network **artesnet** until 30 September 2010. We are obliged to report according to the specific European Commission as well as to keep a close watch on the budget, which allows the organisation of two meetings a year per strand during the project period.

Travel, hotel, expenses

artesnet will reimburse part of the travel costs for these meetings. We would be very happy if your institution will contribute, especially in the form of hotel costs. This will be part of the matching funding each partner institution has to contribute. It is very easy: you can make costs on the project, but you have to match it with a contribution. Mostly your own staff time input while participating in meetings will cover the biggest part.

- Trips have to be booked at the lowest possible price, making use of low cost carriers or APEX. We will reimburse the costs afterwards on the basis of a request for reimbursement using a standardised form with the original tickets/boarding-passes attached. The form is given to you at the meeting and you can fill it in on the spot.
- Please check with the ELIA office for flights exceeding 350 Euro.
- We expect your institution to pay for your hotel during meetings. **Artesnet** will pay for your travel.
- The first dinner during the meeting will be arranged and paid by **artesnet** up to a maximum of 35 EURO per meal.
- Lunches are normally taken care of by the hosting institution or paid by **artesnet**.
- We kindly ask you to take care of any additional costs (e.g. additional meals) during your stay. That applies especially to local transportation which can not be reimbursed by **artesnet** and has to be covered by your institution.

Staff hour form to fill in on the spot

In order to be able to report on staff hours invested in **artesnet** we have to ask you to fill a staff hour investment/expenses form, listing the number of hours you invested in preparing, meeting and follow-up. The form is given to you at the meeting and you can fill it in on the spot.

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