



T.E.I. OF CRETE
Department of Electronics
Centre for Plasma Physics & Lasers (CPPL)
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ERASMUS INTENSIVE PROGRAMME

APPEPLA 16 - 27 July 2012

“Applications of Electronics in Plasma Physics”

Teachers’ Mobility



Dear all,

Thank you for your participation in APPEPLA 2012 Erasmus IP, which will be held at the “House of Culture” in Rethymno city, Crete, from 16th of July until 27th of July 2012.

The programme covers travel expenses, accommodation and subsistence cost for teachers participating in the IP, provided they are coming from the Partner Institutions of the Project¹.

Travel arrangements and travel expenses.

Your destination is Greece / Crete Island / City of Rethymno.

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

You can travel to Rethymno by choosing one of the many flights, which are scheduled daily to Chania or Heraklion. The duration of the flight from Athens is 40 minutes. The distance from the airports of Chania or Heraklion to Rethymno is 60km and 75km respectively. For your transportation from Heraklion/Chania to Rethymno you may use the public transportation service. Buses (KTEL) run on a daily basis (<http://www.bus-service-crete-ktel.com>).

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**

¹ Imperial College London (United Kingdom), Queen’s University of Belfast (United Kingdom), University of York (United Kingdom), University of Milano - Bicocca (Italy), University of Bordeaux 1 (France), Ecole Polytechnique (France), Technical University of Lisboa (Portugal), Technical University of Madrid (Spain), Czech Technical University in Prague (Czech Republic)



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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 tickets coupons and boarding cards of return flights and any other travel receipts (**by the 10th of August**) 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 153 € 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 459euro, corresponding for a period of staying of 3 days. This year, the max refundable amount per teacher cannot exceed 612€. This amount corresponds to a period of staying of 4 days and can be justified, when the teacher gives two lectures in two continual separate days.** (Participating



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

Hotel	Theartemis Palace hotel	Ideon Hotel
Website	www.theartemis.gr/	www.hotelideon.gr
location	walking distance of 1.5 km from the House of culture, where the IP is going to be held	Situated in the Old Town of Rethymno city at 10 N. Plastira Sq., in a walking distance from the House of culture.
Single room with an overnight stay*	65€	55€
Double room with an overnight stay*	100€	75€
	Breakfast included in the price. Optional additional amount of 15€ for dinner.	Breakfast included in the price. Optional additional amount of 12€ per day for dinner.

**Special prices only for the teachers of the IP.*

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.).



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You are kindly requested to send these receipts back to us by the 10th of August (the latest) to the address given below, 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: Mrs Calliope Tsitou

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: Mrs Calliope Tsitou

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

Should you have any further questions, don't hesitate to contact us at:
ptsitou@chania.teicrete.gr for Mrs Calliope Tsitou (tel: +30 2821023038)

Best regards
Mrs Calliope Tsitou
IP Course Administrator