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TRAVEL GUIDELINES

PARTICIPANTS BASED IN EUROPE

Due to the increased number of excellent travel websites on the Internet and participants' ability to obtain cheap fares through travel agents in their own country, we think that it is time to update the rules relating to the booking of travel. We now encourage you to book your travel through any travel source, provided that you adhere to the Centre's rules (see below).

1. RULES FOR BOOKING TRAVEL:

- If you choose to book your travel through our travel agent, Joint Venture Travel, please identify yourself as a CEPR Meetings participant as JVT are familiar with our travel regulations.
- We will only reimburse economy travel.
- We expect you to display sufficient flexibility in your travel plans to allow the travel agent to obtain a preferential fare for you. If you have other commitments that constrain your travel plans and prevent you from obtaining such a fare, please contact CEPR's Meetings Manager before confirming your booking.
- Please charge the fare to your credit card and seek reimbursement from CEPR after the meeting, in accordance with our standard guidelines for reimbursement.
- CEPR's standard guidelines for reimbursement still apply to journeys booked through Joint Venture Travel or any other travel company. In particular, we will not reimburse travel expenses for attendance at meetings unless this has been offered in writing. The fact that Joint Venture Travel or your chosen travel company has made travel arrangements for you does not automatically indicate we will reimburse you for this travel. You must receive written authorization in your letter of invitation or alternatively, from CEPR's Meetings Manager, in order to qualify for reimbursement.

2. INTERNET TRAVEL WEBSITES

There are hundreds of travel websites on the Internet, but there does seem to be a difference between the level of information each site can provide, whether the company is subject to the rules of a travel regulator/s, how 'user-friendly' the site is and how easy it is to actually make a booking. CEPR has conducted some research into travel sites available (although this changes every day). Below is a brief guide to recommended sites.

www.expedia.co.uk

This is a UK based website but has versions for the USA, Canada, Australia and Germany. The site includes all of the usual features such as reservation and purchase of airline tickets and reservation of hotels and rental cars. There are 200 city maps available to view and destination research facilities. The site is informative, easy to use and there are customer support agents available 24 hours a day.

www.travelocity.co.uk

This is a UK based website but tickets can be purchased from within other countries. E-ticketing is available on some flights and there is an option to have your tickets processed by your local Sabre travel agency, although this may incur extra costs. Once registered, the site is extremely easy to use. Hotels and cars can also be booked from this site.

www.ebookers.com

This has sites for the UK, France, Germany, Ireland, Switzerland, Finland, Norway, Sweden, Denmark, Netherlands and Spain and offers flights to various worldwide locations.



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There are also various airlines that offer inexpensive flights:

www.buzzaway.com

A subsidiary of KLM, Buzz offers very competitive deals to cities throughout Europe. The site provides on-line reservations, guides to each city and is available in English, German, French, Italian, Spanish and Finnish. Most advertised flights are to and from British airports only.

www.go-fly.com

Go is a subsidiary of British Airways and offers 'no frills' flights between Britain and the rest of Europe. This site provides on-line reservations, information on hotels, car hire, travel insurance and trains at negotiated rates for Go travellers. Again the language of the site can be changed.

www.ryanair.com

This airline offers some of the lowest prices in Europe and the site also offers some useful links and destination information.

www.easyjet.com

Again this offers competitive prices on flights throughout Europe as well as informative city guides.

Participants from countries other than the UK may have difficulties purchasing tickets from the above sites. The sites below are country specific and have been recommended to CEPR. Should you know of any sites you feel could be added to this list we would be very pleased to hear from you.

ITALY

www.alitalia.it

SWEDEN

www.nymans.se

www.travellink.se

SWITZERLAND

www.reisemaus.ch

www.travel.ch

www.ferien.ch

www.kuoni.ch

www.traveldocs.com

GERMANY

www.expedia.de

FRANCE

www.vols.degriftour.net

It is obviously important for you to exercise some degree of caution when booking and paying for travel over the Internet. CEPR does not accept liability for the booking and purchasing of tickets.

It is important to note that you can still book your travel through the CEPR dedicated travel agent, Joint Venture Travel, and in some cases this may be advantageous for you. Their details are:

Joint Venture Travel
178 Strand
London WC2R 1EH

Tel: (44) 20 7240 6111
Fax: (44) 20 7379 0133
Email: sarahw@ctctravel.co.uk
JohnI@otctravel.co.uk
alaing@otctravel.co.uk

Dedicated Account Team: Sarah Walsh, John Lesirge and Alain Gherson.

Should you have any questions regarding the above procedures, please do not hesitate to contact the Meetings Manager, Janet Seabrook, on (44) 20 7878 2907

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