



European Union Network for the Implementation
and Enforcement of Environmental Law

IMPEL'S TRAVEL ARRANGEMENTS FOR PAID PLACES

Dear participant,

If you have registered as PAID PLACE in one of the events, IMPEL is paying for your train/flight ticket, and train ticket from Amsterdam Schiphol Airport to Zwolle, as well.

TRAIN TICKETS: you can buy them yourself and send them to IMPEL for [reimbursement](#).

FLIGHT TICKETS: IMPEL can pay for your flight ticket in our Travelperk account (which is linked to our bank account, no credit card required).

- i. OPTION 1: If you already have access to our Travelperk account from a previous event: please log in again and book your flight.
- ii. OPTION 2: If you don't have access to our account of Travelperk already: after you register for the event, you will receive an email with instructions and access to log in for the first time (check SPAM box as well). If you don't receive it, contact the Secretariat at carmen.herreras@impel.eu

Notice: in a few cases, strong security internet firewalls from some government organisations don't allow you to purchase in Travelperk, or receive emails from it; you may try from another place (home?).

Here some short guidance for **new users**:

STEP 1 Please, **log in Travelperk** following the instructions in email and **set your personal information in your profile**, airline companies need it for the flight tickets!!

For participants (called travellers) to set their profile, see some guidance here:

<https://support.travelperk.com/hc/en-us/articles/115011130747>

STEP 2 Then **Create a trip**/Add a flight/ do the search/ select your flight choice/add flight to your trip.


To book your travel in less than 2 minutes, short video here:

http://go.travelperk.com/video/howtobookatrip/?utm_source=email&utm_medium=onboarding&utm_campaign=1_nicetomeet

STEP 3 Flight ticket will arrive to your email. We urge to book a flight within our budget (360€/round trip).



SEE SOME FREQUENTLY ASKED QUESTIONS:


FAQ 1: I CAN'T FIND  my favourite flight combination in Travelperk (or one within budget), but it exists in the airline company website or in other travel search webs (like momondo etc.) What can I do?

Travelperk can book it manually for you, contact support and ask for it. (by phone, live chat or email)


<https://support.travelperk.com/hc/en-us/articles/115008033987-How-do-I-contact-TravelPerk->

FAQ 2: I have not received the INVITATION EMAIL. 

Please, contact the Secretariat at carmen.herreras@impel.eu

FAQ 3: How can I add BAGGAGE, extra room leg, aisle or window seat WHILE booking? 

Click over blue option "add requirements" and write it there.

FAQ 4: How can I add BAGGAGE, extra room leg, aisle or window seat AFTER booking my flight? 

Ask it in support, they will do it for you. Indicate your ID number of the flight.

<https://support.travelperk.com/hc/en-us/articles/115008033987-How-do-I-contact-TravelPerk->

FAQ 5: How do I book with MULTIPLE DESTINATIONS? 

You need to book 2 one-way flights separately.

We appreciate in advance your help in maximising IMPEL's budget using Travelperk

Feel free to contact Carmen Herreras from the Secretariat whenever you need assistance.
(0034 615821444 or carmen.herreras@impel.eu)