

Information on your booking and travel costs

Dear participants,

As the dates for the EUKI conference collide with a big fair in Berlin, hotels are already quite booked up and we recommend that you reserve your accommodation as soon as possible. The EUKI conference will take place at the [Scandic Potsdamer Platz](#).

The conference will take place from **September 20 to 21, 2022**. As the conference will start in the morning of September 20, we recommend **arriving on the 19th** already. For those who are interested in participating in the [EUKI Academy Competency training on Multi-Stakeholder Partnerships](#) that is taking place from September 22 to 23, please consider reserving your room until September 23.

Important information on your project travel budget:

If prices exceed your budget allowance for traveling purposes, you have the following options:

1. Either shift the budget for additional costs by reducing the costs of other budgeted travels (same budget category: travel).
2. Or shift budget from other budget categories within the 20% rule according to article 1.7 of your grant agreement.

Please use Annex 2 to complete the documentation for the recognition of your project costs by GIZ or for potential external audits.