

# STAFF INDUCTION GUIDELINES

## GENERAL INFORMATION

### SCHEDULE

The induction is scheduled as follows with breaks in between:

- Saturday 30<sup>th</sup> of May – 10:30 am to 19:00 pm
- Sunday 31<sup>st</sup> of May – 10 am to 15:00 pm

It is a requirement for all Course Directors to be present from the start to the end of the scheduled sessions.

The analytical itinerary will be sent to you nearer to the time of the induction.

### LOCATION

The induction programme including all sessions, accommodation, and all meals except for our dinners will take place at <https://www.hotelluxembourg.gr/>

Some important site information is below:

- Address: Komninon 6, 546 24 Thessaloniki Greece
- Check-in time: From 15:00pm -00:00 am
- Check-out time: By 11 am
- Useful information about your trip to and from the airport you can also find on the website of the hotel. Scroll down to where it says **useful information**  
<https://www.hotelluxembourg.gr/services-hotel-thessaloniki>

### ACCOMMODATION

Accommodation in ensuite Single or Double rooms will be arranged and provided free of charge.

For you coming from outside Greece and depending on your flights three nights have been arranged for you between Friday the 29<sup>th</sup> of May and the 1<sup>st</sup> of June. (Three nights)

For you coming from Greece and not Thessaloniki may check in on Friday the 29<sup>th</sup> of May and check out on the 31<sup>st</sup> of May 2026 (Two nights). If you require a third night, please discuss with us in advance.

For the Ladies who live in Thessaloniki other arrangements will be made and discussed on one-on-one basis

## MEALS

The meal cycle begins with dinner on evening of the arrival day and ends with lunch on departure day.

- Breakfast will be provided at the hotel
- Coffee breaks with assortments
- Light lunch at the hotel on Saturday
- Two dinner meals one on Friday and one on Saturday at a nearby chosen Tavern with Greek delicacies!
- On Sunday for those remaining we will arrange when we know more about the numbers and there will be suggestions for city exploration. After all, two of our amazing CDs live in this City, so we have inside information!

## TRANSPORTATION

Employees must cover their transportation costs upfront. PLUS, will reimburse expenses according to the reimbursement guidelines below. The following items are eligible for reimbursement:

- Flights (must be booked at least 1 month in advance for those coming from Europe).
- Public transport (standard class)
- Round trip form Thessaloniki airport to the hotel
- Petrol

## REIMBURSEMENT GUIDELINES

### TERMS

- The guidelines provided throughout this document must be fully adhered to.
- Submission of all relevant receipts is required.
- Submission of Staff Reimbursements Forms is required.
- The figures on the receipts must correspond exactly with those on the Staff Reimbursements Forms submitted.
- PLUS, will not provide reimbursement if you breach the terms of your contract or leave your employment before the end of your contract.

### PROCEDURES

To claim reimbursement for your expenses, please follow the procedures below.

- Photograph, scan, or screenshot every receipt.
- Complete a Staff Reimbursement Form for each receipt – [click here](#) to access the form.
- The link is accessible from your phone and it is user friendly.

### TIMELINE

Reimbursements will be processed through payroll in your final month of employment.