



## ERASMUS SCHOOL OF **ECONOMICS**

### **New Years drink**

The TE New Years drink will be held at Lokanta on Friday 10<sup>th</sup> January 2014. The drinks will start at 16.00h. If you have not registered yet, please remember to register as soon as possible via [te-secr@ese.eur.nl](mailto:te-secr@ese.eur.nl).

### **Business trips and transport**

For business trips in general, EUR policy is that you choose public transport whenever possible. If you choose to not use public transport but travel with your own car in The Netherlands, you can get your travel costs reimbursed at € 0.19 per kilometer, *including* parking fees, i.e. you can't get parking costs reimbursed separately!

### **PowerPoint templates for presentations**

PowerPoint templates in the new ESE visual identity Centennial Style are available on: [ESE visual identity](#). Please use these for all your presentations, teaching, etc.

### **EUR closed for the holidays**

The EUR is closed for the holidays between 23<sup>rd</sup> December and 1<sup>st</sup> January. As from 2<sup>nd</sup> January all business will be back to usual.

### **Copyright**

Do you use copyright protected material in your teaching materials? Remember the rules of the ESE:

- It isn't allowed to post material as a PDF on Blackboard, but a link to external sources is permitted.
- Short parts of material can be used but must be registered with the secretariat.
- Long parts cannot be used, unless supplied to the students via the Erasmus Shop in a reader.

For more information: [Information Point Copyright](#)

### **SAP@EUR**

As from 1<sup>st</sup> January 2014 there will be a change in the way you arrange general reimbursements and reimbursements of business trips. The administration of leave days will also be changed. These and other personal matters, like changing your personal details, can be arranged via the online E-HRM portal.

For more information, see: [E-HRM](#)

### **Hand in leave cards**

Please remember to hand in your personal leave card to Manuela as soon as possible. Please make sure all your days off until the end of 2013 are listed on your card. The deadline to hand in the card is 20 December 2013.

### **Agenda**

- Christmas Drinks ESE  
**17 December**
- Holiday – EUR closed  
**23 December – 1 January**
- New Years Drinks TE  
**10 January at Lokanta**