

Rules for reimbursement of expenses Concerning Participants from Europe¹

2nd HEIRRI Conference “Education towards a responsible society, transforming universities through RRI” Vienna, 27 April 2018

For the reimbursement of travel costs, ORIGINAL tickets, boarding passes, vouchers, invoices must be enclosed with the claim form.

The general rule concerning the reimbursement of expenses is that only travel and accommodation expenses will be reimbursed and up to a maximum of **700€**, after the supporting documentation has been provided.

Participants to the 2nd HEIRRI Conference, **Education towards a responsible society, transforming universities through RRI**, should arrive and depart as close as possible to the beginning and end of the event.

In cases where participants have been on non-related business either before or after the 2nd HEIRRI Conference, they should indicate the dates and times of departure and return to their home as if they had only attended the 2nd HEIRRI Conference, **unless** extension of stay is justified by a significant reduction in overall cost (resulting e.g. from reduced air fares). If this is your case, please contact us and we will assess on a case-by-case basis.

Travel costs

Air tickets should be tourist class (or at a lower rate if cheaper tickets, if this is your case you will have to send a proof). Where no price is indicated on the ticket, the invoice must also be enclosed. The invoice and boarding pass have to be provided as documentation.

Train tickets and train supplements should be in second or economy class.

Taxis should only be taken when convenient public transport is not available, or from train stations/airports in case of late arrivals in the evening (after 10:00PM).

Costs of health, life, and luggage insurance are **not reimbursed**.

Accommodation

The costs for accommodation for participants of the 2nd HEIRRI Conference might be partially reimbursed by Ecsite as the travel grant offers up to **700€**, both for **travel and accommodation** costs, for **participants from Europe**. Accommodation expenses can be reimbursed only if they have incurred between April 26 and 28. In addition, the hotel invoice should be provided for

¹ The list of EU countries and other European countries followed here is the one stated on the European Union's official website: https://europa.eu/european-union/about-eu/countries_en

reimbursement. Incidental expenses, such as supplement for an accompanying person, laundry, private telephone calls, etc. will not be reimbursed.

Subsistence

Lunch, coffee breaks, and dinner are included in the conference, on Friday 27 April 2018, and paid by Ecsite. However, the 700€ grant is exclusively for travel and accommodation costs. Therefore, costs of breakfast, lunch and coffee breaks had before or after this date cannot be claimed and are not reimbursed.