

## Rules for reimbursement of expenses Concerning Participants from non-European countries<sup>1</sup>

### 2<sup>nd</sup> 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 **1000€**, after the supporting documentation has been provided.

Participants to the 2<sup>nd</sup> 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 2<sup>nd</sup> HEIRRI Conference, they should indicate the dates and times of departure and return to their home as if they had only attended the 2<sup>nd</sup> 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 2<sup>nd</sup> HEIRRI Conference might be partially reimbursed by Ecsite as the travel grant offers up to **1000€**, both for **travel and accommodation** costs, for **participants from non-European countries**. Accommodation expenses can be reimbursed only if they have incurred between April 26 and 28. In addition, the hotel invoice

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<sup>1</sup> 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](https://europa.eu/european-union/about-eu/countries_en)

should be provided for 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 1000€ 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.