

Appendix

- i. The reimbursement of costs is only for the participants for a visit at the host institution for the length of the conference/workshop.
- ii. Costs can only be claimed for the grant holder and not for any accompanying travel partner who is not a conferences/workshop participant.
- iii. The following types of costs will be covered up to the maximum sum as specified in the grant approval letter:
 - a. Costs of one return travel from the place of residence of the grant holder to the accommodation at the place of the ECSR host institution.
 - b. Costs of the accommodation (incl. breakfast if part of accommodation deal) at the place of the ECSR host institution.
- iv. The reimbursement does not cover any costs arising from a stay that exceeds the maximum duration or the maximum amount of the visitorship grant. Such extra costs must be fully paid privately.
- v. In general, the most economical way of travel should be chosen. Costs of the return travel of above 450 Euro require prior approval by the ECSR Treasurer. Costs of accommodation of above 120 Euro/night require prior approval by the ECSR Treasurer.
- vi. For air travel, only economy class tickets (including costs for luggage transportation) are eligible to be reimbursed. For trains and public transport only 2nd class tickets are eligible to be reimbursed. Costs for cancellation insurance are covered. Extra costs for extra legroom, exit row seats, fast lane, priority boarding, meals/drinks are not eligible to be reimbursed.
- vii. Public transport should be used. The use of taxi/Uber etc. requires extra justification (e.g. no (reasonable) public transport available at the time of travel, etc.).
- viii. The use of a private car requires extra justification and approval by the ECSR Treasurer at least 14 days before the start of travel.
- ix. It is recommended to book travel options with cancellation option.
- x. The reimbursement does not cover any costs arising from deviations from the eligible direct travel route between the place of residence of the conferences/workshop participant and the accommodation at the place of the ECSR host institution.
- xi. The reimbursement does not cover any additional costs, such as costs for per diem, meals/food, insurance (life, health, etc.), costs of daily commuting from the accommodation to the ECSR host institution, etc.
- xii. The calculation of travel expense reimbursement shall only be made if the expenses claimed are proven by means of original receipts or other supporting documents. The receipts and/or supporting documents provided by the grant holder shall clearly detail the type of service, the name of the service provider, the full price paid for the service, the name of the grant holder, the dates of travel/accommodation and the booking class for travel. Booking confirmations are not sufficient; invoices are needed.
- xiii. If the conferences/workshop participant suffers from a medical illness or encounters a case of Force Majeure (e.g. a strike or natural disaster) and, as a result, there is an expressed need to cancel/change travel ticket(s) and/or accommodation reservation(s), then the proven non-refundable amounts or additional expenses can be considered as being eligible for reimbursement.