



ECSR e.V.
c/o WZB
Reichpietschufer 50
10875 Berlin
Register number: VR 40661 B

Reimbursement Rules for the ECSR Conference Travel Grant 2025

1. Reimbursement is only available to the grant holder for travel, accommodation, and conference fee and conference dinner (if not included in conference fee) for the 2025 ECSR Annual Conference in Cologne, as specified in the award letter.
2. Reimbursement requires proof of acceptance of a paper or poster for (co-)presentation at the 2025 ECSR Annual Conference 2025 and that the paper or poster was (co-)presented at the conference.
3. Any deviation from the conditions specified in the grant approval letter requires prior approval. Requests should be sent to ecsr-visitinggrant@wzb.eu and to the ECSR Treasurer.
4. Costs can only be claimed for the grant holder and not for any accompanying travel partner.
5. The following types of costs will be covered up to the maximum amount as specified in the grant approval letter:
 - ✓ Cost of one return journey from the grant holder's place of residence to Cologne for the period of the conference.
 - ✓ Accommodation (including breakfast if part of the accommodation package) for the period of the conference in Cologne.
 - ✓ Conference fee (registration via early bird fee is required!) and conference dinner.
6. The reimbursement does not cover any costs arising from a stay exceeding the maximum duration or the maximum amount of the conference travel grant. Such additional costs must be paid in full privately.
7. Reimbursement does not cover extra costs incurred due to deviations from the eligible direct travel route between the grant holder's place of residence and Cologne.
8. The reimbursement does not cover additional costs such as per diem, meals/dishes, insurance (life, health, etc.), daily travel costs from the accommodation to the conference venue, etc.
9. If the costs claimed exceed the maximum grant amount, the grant holder should not limit the costs on the reimbursement form. The grant holder should claim cost elements on the reimbursement form until their total exceeds the maximum grant amount. The capping of the reimbursement will be done by the ECSR Treasurer.
10. In general, the most economical means of travel should be used. Return travel costs exceeding 450 Euros require prior approval of the ECSR Treasurer. Accommodation costs exceeding 120 Euro/night require prior approval by the ECSR Treasurer.
11. For air travel, only economy class tickets are reimbursable (including the cost of baggage transport). For trains and public transport, only 2nd class tickets will be reimbursed. The cost of cancellation insurance is covered. Additional costs for extra legroom, exit row seats, fast lane, priority boarding, meals/drinks are not eligible.
12. Public transport should be used. The use of taxi/Uber etc. requires additional justification (e.g. no

(reasonable) public transport available at the time of travel, etc.).

13. The use of a private car requires special justification and approval by the ECSR Treasurer at least 14 days before the start of the trip.
14. It is recommended to book travel options with cancellation options.
15. Reimbursement of travel expenses will be made only if the expenses claimed are supported by original receipts or other documentary evidence. The receipts and/or supporting documents provided by the grant holder must clearly indicate the nature of the 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 required.
16. If the grant holder suffers from a medical condition or encounters a case of force majeure (e.g. strike or natural disaster) and as a result there is an expressed need to cancel/change the travel ticket(s) and/or accommodation booking(s), the proven non-refundable amounts or additional expenses may be considered eligible for reimbursement.
17. The grant holder must complete the form "Travel_grant_reimbursement_form.docx" provided with the Grant Approval Certificate and send it to the ECSR Treasurer along with original travel and accommodation receipts, the proof of presentation at the conference, and any supporting documentation.

**If you have any questions about reimbursement,
please contact the ECSR Treasurer before the trip, not after.**