

ECSR e.V. Visitor Grant Reimbursement Rules

1. Reimbursement is only available to the grantee for a research visit to the host institution for the duration of the visit in the calendar year as specified in the award letter.
2. Any deviation from the conditions specified in the grant approval letter (including a shortening of the research visit or a change of the place of departure/arrival) requires prior approval. Requests should be sent to ecsr-visitinggrant@wzb.eu and to the ECSR Treasurer.
3. Costs can only be claimed for the grant holder and not for any accompanying travel partner.
4. 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 the accommodation at the ECSR host institution.
 - ✓ Accommodation (including breakfast if part of the accommodation package) at the ECSR host institution.
5. Reimbursement does not cover any costs from a stay that exceeds the maximum duration or amount of the visitor grant. Such additional costs must be paid in full privately.
6. 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 continue to add cost elements on the reimbursement form until the total exceeds the maximum grant amount. The capping of costs will be done by the ECSR Treasurer. For example, if the maximum grant amount is 2000€ and the grant holder had travel expenses of 400 Euro and three accommodation bills of 900€ each, i.e. a total of $400€ + 900€ + 900€ + 900€ = 3100€$, the grant holder could claim the travel expenses and two accommodation bills ($400€ + 900€ + 900€ = 2200€$) or, alternatively, the three accommodation bills ($900€ + 900€ + 900€ = 2700€$). After approval, the ECSR Treasurer will limit the reimbursement to 2000€.
7. In general, the most economical means of travel should be used. Return travel costs exceeding 500 Euros require prior approval of the ECSR Treasurer. Accommodation costs exceeding 120 Euro/night require prior approval by the ECSR Treasurer.
8. 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.
9. 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.).

10. 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.
11. It is recommended to book travel options with cancellation options.
12. Reimbursement does not cover costs incurred due to deviations from the eligible direct travel route between the grantee's place of residence and the accommodation at the ECSR host institution.
13. 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 ECSR host institution, etc.
14. 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 grantee 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 grantee, the dates of travel/accommodation and the booking class for travel. Booking confirmations are not sufficient; invoices are required.
15. If the scholarship 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.
16. The grantee must complete the form "Visitor_grant_reimbursement_form.docx" provided with the Grant Approval Certificate and send it to the ECSR Treasurer along with original travel and accommodation receipts and any supporting documentation within four weeks of the end of the research visit.
17. The grantee must submit a short report and a photo taken during the visit to ecsr-visitinggrant@wzb.eu within four weeks of the end of the research visit.

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