

TRAVEL GUIDELINES FOR EMBO IG and YIP INTERVIEWS

For eligible travel costs, please adhere to the following guidelines:

- When taking the train, EMBO will refund 2nd class tickets.
- For air travel we will only refund an economy fare (APEX tickets). We will not refund business class tickets.
- If you travel by car, EMBO will reimburse the equivalent of a 2nd class rail ticket. Please provide a written estimate.
 - This estimate can be issued by a travel agency or the rail company or be a printout of the cost estimate from the rail web site.
- For local transport, public transport should be used where possible. Expensive airport transfers or expensive taxi fares may be queried.
- **For IG interviewees:** only one overnight stay (up to Euro 90) will normally be reimbursed for interviews. **For YIP interviewees:** your accommodation in Heidelberg will be booked by YIP office.
- We do not cover subsistence
- A maximum expenses allowance of 500 Euro applies unless YIP office has been notified of high travel costs in advance and can check that there are no practical alternatives, before the booking is made. Therefore, if you expect that your total claim will come to over 500 euro, please contact the YIP office (yip@embo.org) before booking travel.
- **After the interview:**
 - Please complete the Travel expense claim (please download from our website)
 - **Attach original tickets, invoice/receipts AND boarding passes** for each expense listed on the claim form, and send the whole package per post to:

*EMBO
Attn Olena Steshenko
Postfach 1022.40
D-69012 Heidelberg
Germany*

For couriers please use:

*EMBO Young Investigator Programme,
Meyerhofstr. 1.
D69117 Heidelberg,
Germany*

- We cannot accept scanned copies of paper receipts; these must be sent in original by post with the signed form.
- However:
 - If all receipts were originally electronic, then you can also print and sign the completed form, and send this per email attachment along with the electronic receipt(s) and boarding passes.
 - If an app on a smartphone was used to store boarding passes – please do a screenshot of them from your phone and send them per email to our office.
 - If your institute/university requires storing paper receipts, then sending a scanned copy of those is acceptable, but please inform us about this.

Please carefully review your bank account information to avoid delays in payments: please always provide IBAN (or ROUTING No) and SWIFT code!

If your institute/university has paid for part of your travel, it is possible to split the cost. Please fill out a separate Travel expense claim form for each case, always providing your name and signature on the form, but different bank accounts (your private and that of your institution, or whatever is applicable).

Should you have any questions regarding this, please contact us prior to making any final arrangements (email: yip@embo.org, Tel: +49-6221 8891 110/112).

