

Rules for reimbursement of expenses Participants in the GlobalSCAPE Training workshops benefiting from the GlobalSCAPE Mobility Scheme

(version 07/2022)

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, accommodation and subsistence expenses** will be reimbursed and up to a maximum of **750€ in total**, after the supporting documentation has been provided. These expenses need to be reasonable, justified and in accordance with sound financial management (economy and efficiency).

As a general rule, participants to the GlobalSCAPE Training Workshops delivered by Springer Nature should arrive and depart as close as possible to the beginning and end of the workshop. In cases where participants have been on non-related business either before or after the GlobalSCAPE workshop date, they should indicate the dates and times of departure and return to their home as if they had only attended the GlobalSCAPE workshop, 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. For flight trips longer than 6 consecutive hours in the same plane, you are allowed to travel A-Premium Economy. 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.

Bus and 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 if departure time is before 10.00 AM or if arrival time is after 9.00 PM, or if it is shown to have been the only way to be present on time at the meeting or event.

Trip cancellation insurance is highly recommended in light of COVID-19 and may be included in a flight ticket. If no insurance is taken out and the participant cannot make the flight, the participant will not be reimbursed.

Accommodation

Accommodation expenses will only be reimbursed if they occur between the day before and the day after the workshop, on the basis of an original detailed invoice. Incidental expenses, such as supplement for an accompanying person, laundry, private telephone calls, etc. will not be reimbursed.

Subsistence

Lunch and snacks/coffee breaks will be included in the workshop participation, and therefore cannot be claimed. Other subsistence costs occurring between the day before and the day after the workshop, if consistent with the travel and accommodation dates, will only be reimbursed on the basis of original detailed tickets or receipts.

Supporting documentation

The reimbursement process will take place after the workshop. Ecsite will provide an official reimbursement claim form to be filled in by the participant with the correct information. For the reimbursement of travel costs, **ORIGINAL tickets, boarding passes, vouchers, and invoices (paper version)** must be enclosed with the claim form and **sent via postal mail** to the following address: *Ecsite aisbl – 89 Avenue Louise – 7th Floor, B-1050 Brussels, Belgium*. A digital photocopy will not be sufficient.

Note: The GlobalSCAPE consortium is currently working on an inclusivity fund. More information will be provided in the coming weeks.