

Travel Guidelines

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

Always apply in advance (at least 2 weeks!) for all your travels and networking activities. Travel claim forms submitted without prior application won't be reimbursed.

- 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.
- Travel costs for attending sectoral meetings are reimbursed up to a limit of 300 euro for YIPs and IGs (no additional support for lab members).
- Original receipts are required for all expenses.

For reimbursement please:

1. Complete a:
 - YIP lecture travel form for reimbursement of YIP lectures
 - Respective YIP travel form for travel to interviews, programme meetings or mentor visits (to download from our website)
 - Networking Application and Report Form to claim networking expenses involving travel (see the programme guide, appendix 2 for more details)
2. **Attach original tickets, invoice/receipts and boarding passes (if applicable)** 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!

- Please note that we do not cover subsistence, neither during YIP/IG interviews, nor for any other travels. **Exception:** catering during meetings, lab retreats, and joint lab meetings.
- If your institute/university has paid for part of your travel, it is possible to split the reimbursement payment. 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).
- **ALWAYS** date and sign your [Travel expense claim form!](#)
- [Networking Application and Report Form](#) should be signed on both pages when asking for advance payment, or submitting it for reimbursement.
- Reimbursement claims must be received by EMBO within the same calendar year (i.e. by 31st of December) or, for networking interactions that occur in December, by 20th of January. Our budget runs on a calendar year basis, and claims for travel from the previous year cannot be paid once we close the budget at the end of January.

Should you have any questions, please contact us prior to making any final arrangements:

Email: yip@embo.org

Phone: +49-6221 891 110 (Lena) / 112 (Gerlind)