

**TRAVEL GUIDELINES FOR  
EMBO YOUNG INVESTIGATORS**

1. If your travel costs are met by EMBO please adhere to the following guidelines:
2. Please complete the travel expense claim form and return it to EMBO for reimbursement within 1 month of returning from a trip (available on the web).
3. Attach original tickets or receipts for each expense listed on the claim form, and mail to:

Rachel Coulthard  
EMBO Young Investigator Programme  
Meyerhofstrasse 1  
D-69117 Heidelberg  
Germany

4. Please use 2<sup>nd</sup> class rail if a one way journey would take less than 8 hrs. For longer travel please use an economy air fare (APEX tickets). We will not refund business class tickets. 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).
5. If you travel by car, EMBO will reimburse the equivalent of a 2<sup>nd</sup> class rail ticket. Please provide a written estimate. This estimate can be issued by a travel agency or the rail company. A printout of the cost estimate from the rail web site is sufficient as well.
6. If your airfare is estimated at being over Euro 500, please contact the EMBO YIP Office so we can search for cheaper fares. Young Investigators from Scandinavian countries are to please take special note of this.
7. Only one overnight stay will be reimbursed for interviews and visits to mentors. Depending on the times of arrival and departure a maximum of two daily rates can be paid.