Appendix I: Travel Guidelines

If you need to cover travel expenses with EMBO funds, always apply at least two weeks in advance. Travel costs submitted without prior application will not be covered.

Please note the following travel guidelines:

- For air travel, only a standard economy fare (APEX tickets) will be reimbursed. EMBO cannot refund business class tickets.
- When taking the train, EMBO will refund 2nd 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. It can also be a printout of the cost estimate from the rail website.
- For local transport, public transport should be used where possible. Expensive airport transfers or expensive taxi fares may not be reimbursed.
- Please always read carefully what is covered and not covered for each benefit. EMBO normally does not cover subsistence.
- Keep all receipts/invoices and boarding passes as these will be required for reimbursement and reporting.
- Please mind that EMBO can only reimburse to programme members, their lab members, and institutions. If you are organising a joint lab meeting, institute visit or a conference, please ensure that you (or your institution) are paying the costs. EMBO will not be able to reimburse directly to invited speakers or collaborators.
- Please also note that EMBO cannot refund tickets in case of cancellation. It is recommended that you always buy refundable/rebookable tickets.
- Should you have any questions regarding travel and reimbursements, please contact the Global Activities office (global@embo.org) prior to making any final arrangements.