



# Travel Guidelines

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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 2<sup>nd</sup> class tickets.
- For both air and train travel, upgrade to premium economy or business class is possible if the speaker/host is willing to cover the upgrade. Please always submit the initial standard economy fare (e.g. as a screenshot from the company website), when sending your travel claim. No reimbursement can be made if only business class fare is indicated in the invoice.
- If travelling 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. It can also be a printout of the cost estimate from the rail website.
- Keep all receipts/invoices and boarding passes as these will be required for reimbursement and reporting.
- 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](mailto:global@embo.org)) prior to making any final arrangements.

**Travel costs submitted without prior application will not be covered.**