

Travel Guidelines

Please note the following travel guidelines:

- For air travel, only a standard economy fare (APEX tickets) will be reimbursed. EMBO cannot refund premium economy or business class tickets. The speaker is responsible for any additional costs, which will not be reimbursed. These include, but are not limited to:
 - Seat selections or upgrades
 - Extra legroom
 - Priority boarding
 - In-flight meals or beverages not included in the base fare
 - Baggage fees beyond the standard allowance
 - Any other optional add-ons
- When taking the train, EMBO will refund 2nd class tickets.
- For both air and train travel, upgrades to premium economy or business class are possible if the speaker/host is willing to cover the upgrade. In the case of upgrades, please always submit the initial economy airfare or 2nd class rail ticket, e.g. as a screenshot from the air company website on the date of purchase, when sending your travel claim. No reimbursement can be made if only the upgraded class fare is indicated on the invoice.
- Please also note that EMBO cannot refund tickets in case of cancellation. It is recommended that you always buy refundable/flexible tickets.
- If travelling 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.
- Keep all receipts/invoices and boarding passes as these will be required for reimbursement and reporting.
- Speakers are strongly encouraged to obtain appropriate insurance coverage for the duration of their lecture series.
 - This includes, but is not limited to, travel insurance for lost, stolen, or damaged personal items, as well as medical and emergency assistance insurance.
 - EMBO does not provide insurance coverage for speakers or hosts and cannot assume responsibility for personal belongings, health-related expenses, or any losses incurred during travel.
 - Speakers should ensure that their insurance is valid in all countries visited as part of the lecture series and that it provides adequate protection for unforeseen circumstances.
- Should you have any questions regarding travel and reimbursements, please contact the Global Activities office (global@embo.org) prior to making any final arrangements.

Travel costs submitted without prior application will not be covered.