

EMBO YIN Travel Guidelines

In order to decrease the CO2 footprint of meetings, the EMBO YIN office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours.

Short-distance trips by plane will not be reimbursed starting from January 2023.

General rules:

- Always apply in advance (at least 2 weeks!) for all your travels and networking activities. Applying to attend a Sectoral meeting or an Annual YIN meeting/retreat is not necessary.
- When taking a train, EMBO will refund 2nd class tickets.
- For air travel, we will only refund an economy/economy light fare (APEX tickets). We will not refund business class tickets. Please ALWAYS submit your boarding passes. Screenshots of the mobile boarding passes are acceptable.
- If you travel by car, EMBO will reimburse the equivalent of a 2nd class rail/economy airfare 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/airfare website.
- For local transport, public transport should be used where possible.
- Expensive airport transfers or expensive taxi fares may not be reimbursed.
- Travel costs for attending sectoral meetings are reimbursed up to a limit of 300 euros for YIPs and IGs (no additional support for lab members).

For reimbursement:

Please always carefully check that all receipts are enclosed and listed properly. Emailing back and forth asking for clarifications, confirmation, and missing documents takes time and pushes your reimbursement down on the processing list.

- Complete one of the following forms:
 - **YIP Lecture travel form** for reimbursement of YIP lectures: <https://oc.embl.de/index.php/s/pY9jn08LVVTJZ9s>
 - **YIP Travel form** for travel to sectoral meetings, Annual meetings, YIP Retreat, or mentor visits: <https://oc.embl.de/index.php/s/wZiH3vmU8biUzii>
 - **Networking Application and Report Form** to claim networking expenses for all the other benefits: <https://oc.embl.de/index.php/s/JbJopoSjgvm74Uk>
- Please include a short breakdown of all your expenses. If the list is too long, feel free to use an Excel spreadsheet
- Please mind that we can only reimburse EMBO programme members (YIPs, IGs, GINs, their lab members and institutions). If you are organising a joint lab meeting, institute visit or conference, please ensure that you/your institution is paying the costs.



- We won't be able to reimburse directly to invited speakers, guests and collaborators.
- Please note that we generally do not cover subsistence during travels. Exception: catering during meetings, lab retreats, and joint lab meetings.
- Please carefully review your bank account information to avoid delays in payments: please always provide IBAN (or ROUTING No) and SWIFT code!
- ALWAYS date and sign all your forms!

Lab retreat and joint meeting cases: If you are submitting receipts for dinner, fuel, or social activities, please label each one of them briefly by hand so that is easier to categorise them.

Attach original tickets, invoice/receipts and boarding passes for each expense listed on the claim form, and send the whole package via email to: yip@embo.org

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).

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 the 20th of January.

Should you have any questions, please contact us before making any final arrangements: Email: yip@embo.org

Travel Guidelines for Young Investigators in EMBC Associate Member States

As of 2017 the following limits for travel costs reimbursement were introduced for the programmemembers residing in the EMBC Associate Member States: India, Taiwan, Singapore and Chile.

Activity/Benefit	Limit per trip (in EUR)
Institute visit/seminar, joint group meeting, etc.	1000
Lab member visit	2200
Meeting participation grant	1200 (2x per year)
Sectoral meeting participation	1000
Annual YIP meeting/ YIP Retreat	in full
YIP Lecture	1200 (3 - 4x per year)
YIP Seminar	1200 (3 - 4x per year)

Please note the following:

* Institute visits/seminars, as well as costs for joint group meetings, will be covered only if this activity takes place in EMBC or EMBC Associate Member States.

** These grants can be used to cover conference/workshop/course attendance for you or your staff. The upper limit per YIP per year (2 trips) is 2400 euro. This amount cannot be used to cover a single trip.

*** Of reasonable travel costs (please see above)

We kindly ask you always contact us before making any final bookings
email: yip@embo.org

Attending an EMBO YIP Sectoral meeting

Funding limits and eligible costs for the current and former programme members (YIP, IG and GIN).

- EMBC Member States: up to 300-euro travel costs
- Associated Member States: up to 1000-euro travel cost.

Not covered:

- Travel support for lab members, additional meals and extra accommodation nights. Sectoral meeting organisers receive extra funds to cover participants' accommodation, venue, and catering (400 EUR per programme member and 200 per lab member).
- Cancelled flights or train tickets. Please book as close to the meeting date as possible, or book flexible tickets.

Please mind that a lab member cannot attend instead of a PI and that the number of accompanying lab members and the level of their seniority (PhD or postdocs only) is decided by the organisers.

Cancellation policy for Sectoral Meeting attendees

The budget for the sectoral meeting depends on the number of participants (i.e. 400 EUR per person). Should you cancel, the budget gets reduced by that amount. Organisers normally will have made hotel reservations and may incur cancellation charges. Should you cancel on short notice, you are liable for the cancellation charges.

Attending an EMBO YIN Annual meeting

Funding limits and eligible costs for the current and former programme members (YIP, IG and GIN).

- EMBC Member States: reasonable travel costs, however, airfare has a cap of 1200 euros
- Associated Member States: reasonable travel costs, however, airfare has a cap of 1200 euros

Not covered:

- Additional meals and extra accommodation nights.
- Cancelled flights or train tickets. Please book as close to the meeting date as possible, or book flexible tickets.