

EMBO YIP and IG Travel Guidelines

For eligible travel costs, please adhere to the following guidelines:

For application:

Always apply in advance (at least 2 weeks!) for all your travels and networking activities.

Travel claim forms submitted without prior application and approval from the YIP office won't be reimbursed.

- When taking the train, EMBO will refund 2nd class tickets.
- For air travel we will only refund an economy fare (APEX tickets). We will not refund business class tickets.
- 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 web site.
- 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 euro for YIPs and IGs (no additional support for lab members).
- **Original receipts** are required for all expenses as well as **original boarding passes**.
- For meeting grants and other travels (lectures, sectoral meetings, interviews etc) no subsistence is reimbursed.

For reimbursement please:

1. Complete one of the following forms:
 - YIP Lecture travel form for reimbursement of YIP lectures: http://www.embo.org/documents/YIP/YIP_lecture_travel_claim.pdf
 - YIP Travel form for travel to interviews, sectoral meetings, Annual meeting or mentor visits: http://www.embo.org/documents/current_YIP_IG/YIP_travel_expense_claim_form.docx
 - Networking Application and Report Form to claim networking expenses for all the other benefits: http://www.embo.org/documents/YIP/networking_application_report_form.docx
2. Please include a short breakdown of all your expenses. If the list is too long feel free to use an Excel.
3. Please mind that we can only reimburse to EMBO programme members (YIPs, IGs, their lab members and institutions). If you are organising a joint lab meeting, institute visit or a conference, please ensure that you/your institution is paying the costs.
We won't be able to reimburse directly to invited speakers, guests, collaborators.
4. Please always carefully check that all receipts are enclosed and listed properly. Emailing back and forth asking for clarifications, confirmation, missing documents takes time and pushes your reimbursement down on the processing list.
5. Lab retreat and joint meeting cases: If you are submitting receipts for dinner, fuel, social activities, please label each one of them briefly by hand so that is easier to categorise them.
6. If your institution requires original receipts to be kept at your home finance office, please drop us a short email about this. In this case copies/scans are accepted.
7. Attach original tickets, invoice/receipts and boarding passes (if applicable) for each expense listed on the claim form, and send the whole package per post to:

EMBO YIP
Attn: Rita Freischlad
Postfach 102240
D-69012 Heidelberg
Germany

For couriers please use:

EMBO Young Investigator Programme
Attn: Rita Freischlad
Meyerhofstr. 1.
D69117 Heidelberg
Germany

We cannot accept scanned copies of paper receipts and boarding passes ; these must be sent in original by post with the signed form.

However:

- If all receipts were originally electronic, then you can also print and sign the completed form, and send this per email attachment along with the electronic receipt(s) and boarding passes.
- If an app on a smartphone was used to store boarding passes – please do a screenshot of them from your phone and send them per email to our office.
- If your institute/university requires storing paper receipts, then sending a scanned copy of those is acceptable, but please inform us about this.

Please carefully review your bank account information to avoid delays in payments: please always provide IBAN (or ROUTING No) and SWIFT code!

- Please note that we do not cover subsistence, neither during YIP/IG interviews, nor for any other travels. Exception: catering during meetings, lab retreats, and joint lab meetings.
- 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).
- **ALWAYS date and sign your all your forms!**
- 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 20th of January. Our budget runs on a calendar year basis, and claims for travel from the previous year cannot be paid once we close the budget at the end of January.

Should you have any questions, please contact us prior to making any final arrangements:

Email: yip@embo.org

Phone: +49(0)6221 8891 110 (Lena) / 112 (Gerlind)