

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)

Travel Guidelines for Young Investigators in EMBC Associate Member States

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

Activity/Benefit	limit per trip (in euro)
Institute visit/seminar, joint group meeting* etc.	1000 euro
Lab member visit	2200 euro
Meeting grant**	1200 euro (2x per year)
Sectoral Meeting (travel costs)	1000 euro
Annual YIP meeting	full coverage***
YIP Lecture	1200 euro (3 – 4x per year)
YIP Seminar	1200 euro (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 prior to making any final bookings!

email: yip@embo.org

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

Reimbursement Forms

The download section of the following webpage contains the most up-to-date version of the forms referred to in this guide:

<https://www.embo.org/funding-awards/young-investigators/for-current-young-investigators>

There are three forms that programme members need to use to claim expenses:

1) **YIP Lecture claim form** Travel/accommodation expenses for YIP Lectures. Must be **printed and signed**, and returned with original receipts and boarding passes (if applicable).

2) **YIP Travel Expense Claim form** Used for general travel expenses for activities that do not have to be applied for in advance, and no report is needed for e.g.

- travel costs for YIP annual and sectoral meetings
- mentor visits, travel to EMBO Members meeting.

Must be printed and signed, and returned with original receipts and boarding passes (if applicable).

3) **Networking Application and Report Form** Used for all other interactions (unless the YIP office confirms that a travel form is okay), both to apply for the funds and submit the required final report.

We cannot accept scanned copies of paper receipts and paper boarding passes!

These must be sent in original by post with the signed form (the postal address is on the form).

However if ALL receipts were originally electronic (e.g. you are only claiming your flight and have an email booking confirmation or an invoice provided by email as a PDF), then you can also print and sign the completed form, and scan it to send as an email attachment along with the electronic receipt(s).

Please do not insert image of your signature into the electronic file: our auditors do not accept this as a signed form.



Networking Application and Report Form

This form is used for activities for which advance application and a final report are required (most activities).

The form can be downloaded from:

http://www.embo.org/documents/YIP/networking_application_report_form.docx

For an application

- See what information is required by reading the description of the benefit in the programme guide
- Fill in the Networking Application and Report Form (see next page for an example)
- Send this to the YIP office
 - If no advance is requested, this can be sent as attachment to yip@embo.org
- Keep a copy of the word form to update for the final report
- Keep all of your receipts, invoices and boarding passes

For an advance payment:

- If an advance is requested, the application must be printed and signed but can then be scanned in and sent to yip@embo.org [available only for a subset of activities]
- please submit quotes (or invoices, if already paid) to support estimates of the expenses in case of the advance payment request: quotes from the air company website, registration fee payment, hotel quotes, etc.

For the final report

- Update the Networking Application and Report Form normally by:
 - updating part A and B
 - entering your short report in part C
 - (if a payment is to be paid) entering the bank details in section D
 - printing and signing the form.
- send the signed form to the YIP office along with all required documents
 - If original paper receipts (taxi, local transport tickets, boarding passes) are involved, the final report must be posted (address provided on the form);
 - if no receipts required or all receipts are originally electronic, the signed form can be scanned and sent as an email attachment with the electronic receipts/documents to yip@embo.org.