

SHORT CLINICAL EXCHANGE PROGRAMME

TRAVEL & ACCOMMODATION RULES

All reimbursements are made after the fellow has arrived on site and that the supervisor has confirmed the arrival with a short letter, provided all documentation is submitted no later than **3 weeks** after the visit. Only costs that are substantiated by valid original receipts will be reimbursed. All receipts must state the purpose, date, amount, currency and any taxes paid.

Travel

In order to minimise the environmental impact of travel, consideration should be given to low-carbon travel whenever possible. We therefore encourage travellers to favour trains over planes for destinations that can be reached within 4/6 hours and to avoid car transportation, which should be used only when no reasonable alternatives exist.

Travelers are required to organise their travel arrangements themselves. The flight/train reimbursement will be based on the most economical direct flight/train. The maximum amounts reimbursed are **200 Euros for national trips, 600 Euros for European trips, and 1500 Euros for intercontinental trips**. Where travelers exceed their allowance without authorisation, EACS will cap their claim at the relevant limit. Travelers must take advantage of early booking fares rather than purchasing tickets near to departure.

Extra costs for additional stops or special class trips as well as rebooking or insurance fees will not be reimbursed.

When travel is combined with personal travel, reimbursement is limited to the roundtrip cost of the ticket only, as if no personal travel had been added. Any additional cost incurred for personal travel is at the expense of the travelers.

Should travelers choose to drive in a private car, they will be reimbursed for the mileage at a rate of thirty-seven zero seven Euro cents/km (€0.3707), based on a return trip from their hometown to the event/meeting location with a maximum reimbursement of 200 Euros for a return trip. EACS does not reimburse car rental unless EACS has granted prior approval for it.

Taxi, public transportation and visa costs are not covered or eligible for reimbursement.

Per diem/Accommodation

Travelers will receive a per diem to support accommodation and sustenance costs. The amount of the per diem will be defined according to the host country income level and communicated in the Memorandum of Understanding.

Travelers are responsible for booking their accommodation.

Contact:

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