

## CAREER DEVELOPMENT FELLOWSHIP

### TRAVEL & ACCOMMODATION RULES

All reimbursements are made after the visit of the host institution and/or the attendance to the HIV Glasgow Conference, provided all documentation is submitted no later than **3 weeks** after the visit and/or conference. 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.

#### Host institution visit

##### Travel

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 and 500 Euros for European 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 15 Euro cents/km, based on a return trip from their hometown to the event/meeting location. 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.

##### Lump sum /Accommodation

Travelers will receive a lump sum to support accommodation and sustenance costs. The amount of the lump sum will be defined according to the duration of the visit and communicated in the Memorandum of Understanding.

#### HIV Glasgow Conference attendance

##### Travel

Please refer to the above travel rules.

##### Accommodation

Travelers are responsible for booking their accommodation. Hotel fees are covered up to 150 Euros per night incl. VAT & breakfast. If a hotel with higher rates is selected, the difference will be at the fellows' own expense. Accommodation is covered within the period of the conference only (3 nights).

Any extra charges, such as mini-bar, phone calls, restaurant bills, double occupancy of rooms, parking tickets, food & beverage, etc. will not be covered.

### **Registration**

Travelers are responsible for registering to the conference. They are required to register at the early bird fee.

### **Contact:**

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