

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.

Travel

Fellows 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, 500 Euros for European trips, and 1500 Euros for international trips**. Please note that extra costs for additional stops or special class trips as well as rebooking or insurance fees will not be reimbursed.

Should fellows 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 host institution.

Please note that taxi, public transportation and visa costs are not covered or eligible for reimbursement.

NOTE: 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.

Stipend/Accommodation

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

Fellows are responsible for booking their accommodation.

Contact:

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