

TRAVEL EXPENSES REIMBURSEMENT PROCEDURE

CESSDA ERIC 2nd Widening Meeting 2018 Belgrade, Serbia, 14 – 15 November

The 2nd Widening Meeting 2018 is organised within the CESSDA ERIC Work Plan Task on Widening Activities 2018. The travel budget is allocated at the Czech Social Science Data Archive (CSDA), the department of the Institute of Sociology of the Czech Academy of Sciences and the partner in the project. Participants' travel expenses will be reimbursed by the Institute of Sociology.

The costs of the catering during the meeting and the meeting dinner on November 14 will be met by the organisers. In addition, the following expenses can be reimbursed:

- Return trip to Belgrade: a return flight in economy class or return trip by train/bus in economy class.
- Transfer to/from the airport and local transport to/from the meeting venue. Taxi fares in between the airport and the hotel/meeting venue will be also covered.
- Accommodation in a maximum 4-star hotel up to 120 EUR per night including breakfast. The length of the stay shall cover only the time necessary for the participation in the event.

All costs must be supported by invoices and/or receipts. Total amount of the reimbursed expenses should not exceed 650€. Any exceptions are subjects to approval from the organisers

The procedure:

1. Download, complete and sign the „Contract on the coverage of expenditures“. The form is available from the event Web. Your reimbursement is based on individual contract and we can not cover the claims or invoices from your institution.
2. Scan the signed copy of the contract and send it to CSDA via email (widening2018@soc.cas.cz). CSDA will approve the contract and send the scanned copy signed by the director back to your email address.
3. When the contract is approved and signed, arrange your flight and accommodation. Keep all invoices and receipts.
4. Scan and send an electronic copy of your claim and receipts to CSDA via email (widening2018@soc.cas.cz). Send your reimbursement claim and all the original receipts or invoices also via post-mail to the following address: **Institute of Sociology CAS, CSDA, Jilská 1, 110 00 Prague 1, CZECH REPUBLIC**. Send your claim no later than ten days after the event.

Note: All costs and allowances shall be remitted in Euro even if they are reported in a foreign currency. The conversion to Euro will be done in compliance with the relevant internal directive of the Institute of Sociology.

Should you have any questions or need assistance, please do not hesitate to contact the organisers: widening2018@soc.cas.cz