

Seminar speakers' reimbursement policy – 22 January 2019

General principles

1. All exceptions to the expenses mentioned in the policy below, should, if possible, be agreed with the User Office before your trip, and should be referred to on the claim.
2. All expenses, even partially reimbursed, should be corroborated by proofs of payment or tickets (travel, hotel, ...).

Reimbursement of travel

1. [A link to the seminar speakers' reimbursement policy](#) is given in the invitation letter.
2. For speakers from Europe these are normally: economy flight, 2nd class train fare, public transport to reach ILL, and standard mileage rate in case of use of private car.
3. For speakers from outside Europe: ILL reimburses travel within Europe (i.e. ongoing flight or train fare) **up to 300 EUR**.
4. In case of partial reimbursement, the amount to be paid is determined by SCO.

Reimbursement of accommodation

1. Accommodation is paid by the speaker himself/herself and is then reimbursed to him/her by ILL according to the actual expenses up to the **limit of 80 EUR/night**.
2. If the speaker has accommodation in the Guesthouse, the approved number of nights should be paid directly by ILL using the Seminar Speaker budget. In this case there is no reimbursement of accommodation.
3. The maximum number of nights reimbursed or prepaid is 3, unless otherwise agreed with SCO beforehand.

Reimbursement of meals

1. Meals are reimbursed as a lump sum of **18.60 EUR/meal**. No restaurant bills need to be submitted.
2. The number of meals reimbursed is calculated in accordance with the travel hours taking into consideration a free lunch provided on the day of the seminar (SCO canteen card provided).
3. If a speaker is giving a seminar during an experiment for which he is being reimbursed, he also receives a free lunch on the day of the seminar, all the other expenses being covered from the User budget according to the reimbursement procedure for Users.