

# National Institute of Chemical Physics and Biophysics

## Visitor's Manual

### Reimbursement of visitor's travel expenses

#### General Conditions

Our Visitors' Programme is partly supported by the European Union through the Structural Funds' projects. The strict regulations of the Funds limit our ability to reimburse your travel expenses, in particular:

- (1) we can reimburse only travel expenses which are directly related to the purpose of your scientific visit, including the cost of local transportation between your place of arrival, accommodation and NICPB;
- (2) we can reimburse travel expenses which are related exclusively to your person;
- (3) travel expenses can be reimbursed only if:
  - 1) the scheduled arrival to Estonia is at the earliest on the day preceding the established beginning of the visit;
  - 2) the scheduled departure from Estonia is at the latest on the second day following the end of the visit.
- (4) reimbursement of expenses can be claimed only on the basis of corresponding receipts and proofs of payment (see below).

For instance:

- 1) **local transportation** costs will be reimbursed if the relative receipts or tickets will be included in the reimbursement request (taxi driver must give a printed receipt!);
- 2) **accommodation expenses** will be reimbursed only if the reimbursement request is supported by the corresponding booking (the invoice) and proof of payment (the receipt or extract of the credit card balance) and only for the established duration of the visit, extended at most to the preceding and following nights.
- 3) **international transportation** costs will be reimbursed if the ticket reservation (the invoice), boarding passes of all connecting flights or sea voyage and a proof of payment (the receipt or extract of the credit card balance) are presented in your reimbursement request.

Because expenses are eligible for reimbursement only if exclusively related to your person and the scientific purpose of your visit, we remark that we will not reimburse expenses incurred by a third person, for instance the cost of a shared accommodation or boat cabin. In particular, should you be travelling with an accompanying person, please make sure to have separate tickets and receipts because we cannot accept as proofs of expenses documents that contain the name of persons other than the visitor.

#### Required documents and information

- (1) In order to claim your expenses, we need all the relevant receipts, tickets and proofs of payment or a copy of such documents.
- (2) In order to pay out the reimbursement we also need your bank coordinates, including:
  - 1) your full name;
  - 2) your bank's name;
  - 3) your account number comprehensive of IBAN/SWIFT code;
  - 4) the address of the central office of your bank.