



## Coordinated Research Infrastructures Building Enduring Life-science services - CORBEL -

### CORBEL Open Call – Guidelines for travel arrangements

Please be considerate when making travel arrangements. CORBEL funds are limited and we kindly ask you to choose **the most economical means** of travel (in terms of time and cost) and accommodation for your trip. Importantly, we ask you to start planning your journey early to avoid excess fees.

Before booking, it is important that you **contact the respective project manager of your selected Access Track** to guarantee that your trip can be supported. We recommend that you also send a scanned copy of your claim via email, so that a quick preliminary check can be done.

For long distance travel, **economy class plane and train tickets with return-fares not exceeding €500** can be reimbursed (to compare flights, you may use <https://www.skyscanner.net/> or [www.kayak.com/flights](http://www.kayak.com/flights)).

For travel from and to airports or train stations, **please use public transport**. Under specific circumstances, e.g. when no reasonable public transport connection is available, costs for taxis can be covered.

**Hotel costs should not exceed €90 per night**. Please enquire about accommodation in guesthouses of your host institute or consider [Airbnb](#) rooms, in particular for long term visits (more than one week).

Virtual meetings, via Skype or alternative systems, should be considered where appropriate.

Please note that costs for meals cannot be covered and that there is no per diem allowance paid.

For all legs of your journey as well as accommodation, it is crucial that you **keep your original receipts** (boarding pass, train ticket, hotel invoice etc.) for reimbursement.

Expenses have to either be paid directly by the traveller or invoiced to the institutes managing the respective budget. For the reimbursement claim, please send your original receipts via post. Please consult the list below for the respective institute's address. For administrative reasons, we recommend that expenses are paid privately and not by your home institution (as reimbursement between institutes is much more laborious and time-consuming). Reimbursement can take place immediately after every individual visit has taken place and must be claimed the latest 2 months after the last visit.

Per project, CORBEL aims to cover costs for up to three short time visits to the individual service providers' sites. The offered travel grant of €5.000 should cover the foreseen costs appropriately. Cover for additional trips or longer visits need to be discussed and evaluated on a case by case basis.

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