

(WORKSHOPS AND CONFERENCES)

Dear Guest,

We are pleased to welcome you to our workshop/conference and wish you an interesting and productive stay. To ensure full reimbursement of your travel costs, please carefully read the reimbursement information below.

1. Travel costs

Participants will be reimbursed for economy-class flights or second-class train travel up to a maximum of

EUR 400 for travel within the USA and from Canada,

EUR 800 for travel from Central America, the Caribbean and South America,

EUR 1000 for overseas flights from Europe and Africa,

EUR 1200 for flights from Australia and Asia.

We do not reimburse fees for the use of ferries, tunnels, highways, etc. Transfer between airport/main station and hotel will be reimbursed if public transport was used. Taxi costs will not be refunded.

Please note: Full reimbursement is granted only if the following two conditions are met:

- a) Your ticket must be booked within 10 days after you have received IZA's invitation to attend. IZA reserves the right to cut reimbursement by up to one-third for late bookings.
- b) Travel to your destination must be direct or include only necessary stopovers due to flight connections. Specifically, travel dates need to clearly correspond to the conference dates. Stopovers which entail business or personal activities not directly relevant to the stated purpose of the trip will disqualify the flight from reimbursement. If private or business extensions of your trip are planned, please contact the IZA organizers beforehand for approval.

2. Accommodation

Accommodation is organized and directly paid by IZA unless otherwise stated in the participant information. IZA will not take over costs for rooms that are booked or rebooked without authorization.

3. Subsistence

Hotel accommodation does not include breakfast, which would have to be paid by the participant. Lunches and a conference dinner are integrated in the official conference program and will be covered by IZA. Other subsistence costs will not be refunded.

4. Other costs

If previously arranged, IZA refunds further costs related to participation which are not listed above (e.g. visa fees).

5. Handling

An Expense Claim Form will be provided during the conference. To simplify the reimbursement process, we ask you to fill in this form after the conference and return it to:

Verena Pfeifer, IZA, P.O. Box 7240, 53072 Bonn, Germany.

To ensure a smooth processing, please submit your expense claim within 6 weeks after the event.

Please note that only original receipts will be accepted for reimbursement. Please attach boarding passes, remaining ticket receipts and flight invoice showing the date of booking (see 1a above). The payment will be transferred to your bank account. We do not provide you with cash payments during your stay.