

## 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

Visitors will be reimbursed for travel costs up to a maximum of

**EUR 1,000.00** for travel from/to the Americas and Africa,

**EUR 1,200.00** for Australia and Asia, and **EUR 400.00** for intracontinental travel.

IZA covers **economy-class flights, second-class train travel and public transport cost**. We **do not** reimburse taxi costs or fees for the use of ferries, tunnels, highways, etc.

**Please note: IZA reserves the right to cut reimbursement by up to 50 % for late bookings.**

**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 confirmation of participation.
- 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 generally includes breakfast. Lunches and dinners that are part of the official conference program will be provided. Other subsistence costs will not be refunded.

### 4. Other costs

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

### 5. Handling

Please send the expense claim form including original receipts by regular mail after the event to: **Verena Pfeifer, IZA, P.O. Box 7240, 53072 Bonn, Germany.**

Please note that only ORIGINAL receipts will be accepted for reimbursement.

**Important: Please keep and attach to your claim:**

- **boarding passes, train tickets, other public transport tickets**
- **flight invoice showing the date of booking (see 1a above)**

To ensure a smooth processing, please submit your expense claim within 6 weeks after the event. You will be reimbursed through a bank transfer. We cannot pay cash or check.

The reimbursement of expenses to a company or university account requires an official invoice submitted by the respective institution.



Please read carefully! Failure to fill out ALL fields marked \* will result in delay or DENIAL of your reimbursement.

## EXPENSE CLAIM FORM



Name of claimant: \*

Event: \*

Travel Costs*	Currency	Amount	Reimbursement (please leave blank)

Other Costs*	Currency	Amount	Reimbursement (please leave blank)

Remarks (if necessary):

**Please consider: For international bank transfers different bank details might apply than in your home country. Therefore we kindly ask to get into contact with your bank to receive the relevant bank details. This secures a smooth processing of your payment.**

Please transfer the money to the following account

Account holder:*	<input type="text"/>
Name and address of bank:*	<input type="text"/>
Bank code:*	<input type="text"/>
Routing no.:*	<input type="text"/>
Account no.:*	<input type="text"/>
BIC/SWIFT*	<input type="text"/>
IBAN:*	<input type="text"/>

I declare that the expenses claimed on this form have been actually and necessarily incurred by me, solely for business purposes at IZA. I enclose the required receipts and documents showing the date of booking.

Date: \*

Date:

\_\_\_\_\_  
Your signature\*

\_\_\_\_\_  
Approved by IZA

Please send this form to: Verena Pfeifer, IZA, P.O.Box 7240, 53072 Bonn, Germany.