

(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 economy-class flights or second-class train travel 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. 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 generally includes breakfast. Lunches and dinners are integrated in the official conference program. 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

The second page of this document contains the Expense Claim Form. To simplify the reimbursement process, we ask you to fill in this form after your visit and return it to:

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

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

Please note that only original receipts will be accepted for reimbursement. Please also attach the 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 within 90 days after receipt of your expense claim form by regular mail. We do not provide you with cash payments during your stay.

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 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.