Rules for reimbursement of user group costs

Travel and accommodation expenses associated with EMBRIC will be reimbursed by Leibniz Institute DSMZ-German Collection of Microorganisms and Cell Cultures under the following conditions:

- **Travel costs (up to maximum 800€/user/project):** The DSMZ will cover the travel expenses. Please take into account that the 800€ are intended for travel expenses overall during the TA project, so for both the Access Providers. This includes economy fare by plane and/or train, including connecting transport from airport or railway stations to and from the meeting place, and associated costs. Normally you will have to pay the travel costs in advance, and will be reimbursed later.

  Please collect the original documents and paste them up a DIN A4 Paper. Original receipts, tickets and boarding passes need to be sent to the DSMZ after your trip.

  - **Air travel:** please make sure that you retain your original boarding passes.
  - **Train, bus and metro:** please keep the original tickets.
  - **Taxi:** these costs can be reimbursed only if properly justified. Please make sure to retain the invoice and provide a written justification.
  - **Parking:** these costs can be reimbursed only if properly justified. Please make sure to retain the invoice and provide a written justification.

- **Accommodation costs and Meals** will be covered as well. The DSMZ will cover subsistence of 120€/day/user, whereof the user pays accommodation and meals on her/his own authority. The DSMZ does not provide lodging, but hotels and B&Bs are nearby. The local liaison officer assists with lodging reservations. Other amenities include an on campus cafeteria.

- **Shipping costs (up to 400€/Project) for samples** to your Home Institution and/or to and from another Access Provider in EMBRIC will be covered.

The reimbursement of subsistence and travel costs is done by bank transfer. Please send your bank details (name, address, Bank Identifier Code - BIC) and your International Bank Account Number – IBAN.

Please send all originals, explanations and your bank details to:

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