



Travel and Reimbursement Guidelines¹ for the Second EDIT Summer School 2009 'From field to Web - studying biodiversity with the taxonomist's toolbox'

(training providers)

This document provides general guidelines for arranging your travel and getting reimbursed. These guidelines should be followed closely.

General Conditions

1.General - EDIT will pay per diem and accommodation for invited participants to arrive on the day before the event and leave on the day following the event. Per diem will be calculated on the basis of the number of days.

2.General - EDIT will refund the cost of public transport between the participant's lodging² and the airport, and between the airport and the venue hotel or pick-up point.

3.Extension of stay - If participants wish to extend their stay (for example, to include a Saturday evening) in order to get a cheaper airline ticket, EDIT will refund the extra hotel costs and per diem only if the total cost is cheaper than a travel arrangement limited to the duration of the event. Such longer stays require **prior approval from EDIT** and can only be covered if the participant can prove that the extra per diem and hotel costs were saved elsewhere, such as a cheaper flight fare.

4.Per diem - EDIT will provide a per diem of 60€ per day, however, the per diem rate will be reduced by 15% when breakfast is provided, by 30% when lunch is provided and by 30% when dinner is provided.

2.Local costs - Local transport, food and accommodation will be covered by EDIT.

3.Tickets - EDIT will only refund travel tickets at the level of economy class (2nd class or similar) non-refundable fares (apex³). If this is not available, for instance, because a weekend stay is not possible, cross-apex or similar should be considered. If more expensive tickets are used, the participant may receive only a partial refund.

4.Schedule changes - EDIT does not reimburse extra costs that arise later from changing the flight schedule on behalf of the participant.

5.Cancellation - If a participant has ordered a ticket but later for various reasons wishes to cancel participation in the Summer School, EDIT will not refund the tickets. Only in the case of documented illness (i.e. certified by a physician) that prevents participation, will EDIT refund the cost of the ticket.

6.Travel by car - Travel by passenger car may be covered at the rate of 0.25€ per km, but only if this is cheaper than other

¹ Adapted from the GBIF travel guidelines

² In the country where your University/Institute is located

³ APEX= Advance Purchase Excursion (see <http://www.thefreedictionary.com/apex>). This is the standard discount ticket available from companies (train company, airline) and most regular travel agents. Depending on the company, these tickets require a seven to thirty day advance purchase, a minimum stay of usually seven days, and a maximum stay of thirty or sixty days, sometimes longer. Round trip is required, and fees are usually charged for date changes or cancellation (source= <http://www.artoftravel.com/04cheapflights.htm>).

means of transportation, and if **approved in advance by EDIT**.

7. Health insurance - Participants must ensure to have a valid travel health insurance, at their own expense, for the period of traveling.

EDIT advises participants to purchase their own travel insurance to cover sickness, loss of baggage, etc.

Claiming the reimbursement

General - Reimbursement for travel must be claimed within 45 days after returning from the EDIT event, using the **EDIT Travel and per diem reimbursement form**. For students the per diem fee doesn't apply.

Documents - The following items **must** be attached to the fully filled EDIT Travel and per diem reimbursement form: a) Stub of the original flight ticket, b) stubs of boarding passes, c) original tickets or receipts for transportation between residence and airport and between airport and hotel/pick-up point.

Exceptional procedures

Organisation reimbursement - If the home organization/university of the participant has paid for the travel expenses, and not the participant himself/herself personally, please contact EDIT for procedures on reimbursement.

Pre-payment by EDIT - In exceptional cases, when the trainee or participant is not able to cover the costs and be reimbursed later, EDIT may be able to issue flight tickets and hand over the per diem at the event. If this is the case, the traveler should send a separate e-mail to [bart.meganck\[at\]africamuseum.be](mailto:bart.meganck@africamuseum.be) to request this pre-payment at least 4 weeks in advance, and provide adequate justification.