



## International Academic Partnerships in Sciences with Nicolaus Copernicus University in Toruń



### Guidelines: travel

Before making any travel arrangements, please note that you will be required to provide **original receipts of travel tickets, boarding passes** (as far as possible), **insurance** and **visas**. Failure to provide these documents may result in NCU not reimbursing the associated expenses.

Participants shall be entitled to reimbursement of their travel expenses from **their home or professional address to Toruń or the address specified on their application**, by the most direct and appropriate means of transport given the distance involved.

Depending on means of transport we will reimburse:

- economy class fare (plane),
- second class fare (train),
- standard fare (bus).

**Business class fares and costs of travel by private car will not be reimbursed.** Please note that if the cost of your ticket exceeds the values from the budget table, you should get in touch with the project coordinator.

The hotel accommodation in Toruń will be provided by NCU.

If hotel accommodation is not provided by NCU or is outside Toruń, it will be reimbursed up to the values from the budget table. Hotel stays will be reimbursed from the night prior to the first day of the meeting or event, depending on the scheduled starting time of the meeting or event and the length of the journey. Please note that booking confirmations are not accepted by our accounting department as proof of payment. **We require an invoice from the hotel!** We are only able to reimburse accommodation costs from commercial establishments such as hotels, and **do not reimburse stays at private residences** (for example booked via homestay websites).

Taxi fare will only be reimbursed under specific circumstances.

### How to receive reimbursement

In order to facilitate the reimbursement of your expenses, you will be required to provide your International Bank Account Number (IBAN), SWIFT/BIC code and bank address using Request for Money Order form.

Please note that you should claim your expenses within 1 month after your stay. **Claims older than 1 month shall not be processed.**

All invoices attached to the travel request have to have the name of the traveler.