

ECARES Seminars TRAVEL & SUBSISTENCE

REIMBURSEMENT POLICY

Travel to/from ECARES

Travel Limits

The below list indicates the ceiling amounts up to which ULB can reimburse travel costs. **Participants must ask ECARES in advance of the seminar for approval of any costs exceeding these amounts.** Where speakers exceed their allowance without authorisation, ECARES will cap their claim at the relevant limit. **All travel limits mentioned are to include airfares as well as any other local/ground transport costs.**

- Within Europe: 450,00€
- U.S./Canada East Coast: 1000,00€ (Chicago, DC, NY, Boston, Toronto, Montreal etc.)
- U.S./Canada West Coast: 1500,00€ (Vancouver, Seattle, SF, LA, Arizona, Colorado etc.)

Participants must take advantage of early booking fares where this is cheaper than purchasing tickets near to departure.

In all cases, **only economy/second class fares will be reimbursed.** If you wish to travel in first class, business class and premium economy, please provide a quote of the same itinerary in economy. You will be reimbursed at the level of the economy fare only.

We suggest you to arrive the day of the seminar or the day before and stay one or two nights. ECARES will only consider paying for an extra night in a hotel if the savings incurred (airfare plus hotel costs) are substantial.

Car Travel

ECARES does not reimburse car rental. Speakers choosing to travel to ECARES in their own car may claim km reimbursement at 0,3573€ per km for the roundtrip, up to the price of a second-class advance rail fare from their home to the conference.

Local Travel

Information on how to get to ECARES or hotel by public transport can be found [here](#). Please use the public transport options wherever reasonably possible and limit your use of taxis to the necessary occasions only. **In all cases, local travel costs can only be reimbursed when the overall travel limit is not exceeded, and the claim is supported by receipts and/or tickets.**

Accommodation

ECARES has a negotiated discounted rate with selected hotels and will cover up two nights' accommodation. An extra night's hotel stay must be approved by ECARES **in advance** of travel. The hotel will bill us directly.

Additional nights at the hotel, or additional costs incurred for bringing a partner, will not be reimbursed unless prior approval has been granted. **Incidental expenses** (mini-bar, laundry, telephone, or any other service offered by the hotel) **will not be covered and should be paid for on departure.**

Miscellaneous – Missed Flights

Speakers, who fail to catch their flight through no fault of the airline, will not be reimbursed for any travel expenses incurred.

It is a speaker's own responsibility to travel with appropriate travel insurance.

Submitting a Claim/Payment

An expense claim form is available [here](#). **Please complete the form electronically and return it within two month after your visit.**

All original receipts/invoices/boarding passes must be submitted by regular mail to the following address:

*Pierre Jeurissen
ULB – ECARES
Université Libre de Bruxelles - CP 114/04
Avenue F.D. Roosevelt, 50
B-1050 Bruxelles*

IMPORTANT: ULB requires boarding passes! In case of electronic boarding passes, please print a copy or save them as a PDF file that you can send to pierre.jeurissen@ulb.ac.be. If the boarding passes are not available, please provide a proof of payment (credit card or bank statement). If neither of these can be submitted, join a sworn statement with your claim (emails won't be accepted as sworn statements).

Bank transfers will be made in EUR and on personal bank account only. Due to administrative burden, we are not able to make payments to your institution.

Do not forget to give us your **PRIVATE ADDRESS**, **THE COMPLETE BANK INFORMATION** and **A PHOTOCOPY OF YOUR PASSPORT** (1st page)

Please keep a copy of your claim for your personal records. While this is very rare, some claims have been lost in the mail.

Contact

If you have any questions relating to the submission of your claim, please contact Pierre Jeurissen: pierre.jeurissen@ulb.ac.be

If you follow these procedures you will help us to reimburse you promptly.