

2ND IDSC OF IZA/CAIS WORKSHOP: MATCHING WORKERS AND JOBS ONLINE

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 travel costs up to a maximum of

EUR 1,000.00 for travel from/to the Americas and Africa,

EUR 300.00 for travel from Europe, and **EUR 200.00** for travel from Germany.

IZA covers **economy-class flights, second-class train travel and public transport cost.**

We **do not** reimburse taxi costs or fees for the use of ferries, tunnels, highways, etc.

Please note: The caps for the reimbursement of travel costs will be strictly enforced. IZA reserves the right to cut reimbursement by up to 50 % for late bookings. 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 confirmation of participation.
- 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

IZA will reimburse accommodation for up to 2 nights for Europeans and 3 nights for Non-Europeans (EUR 80,00/night) for rooms that are booked by the participant.

3. Subsistence

Hotel accommodation generally includes breakfast. Lunches and dinners that are part of the official conference program will be provided. Other subsistence costs will not be refunded.

4. Other costs

If previously approved, IZA refunds further costs related to participation which are not listed above (e.g. visa fees).

5. Handling

Please send the expense claim form including original receipts by regular mail after the event to the Event Manager: **Dominik Spitz, Forschungsinstitut zur Zukunft der Arbeit GmbH, Schaumburg-Lippe-Str. 5-9, 53113 Bonn, Germany.**

Please note that **ONLY ORIGINAL** receipts will be accepted for reimbursement.

Important: Please keep and attach to your claim:

- **boarding passes, train tickets, other public transport tickets**
- **flight invoice and booking confirmation showing the date of booking (see 1a above)**
- **please note that even if you are using a mobile boarding pass via smartphone, printouts of your boarding documents are required.**

Please submit your expense claim at your earliest convenience within 4 weeks after the event. Please note that claims for refund which have been submitted more than 6 weeks after the event will not be considered.

You will be reimbursed through a bank transfer. We cannot pay cash or check.

The reimbursement of expenses to a company or university account requires an official invoice submitted by the respective institution.