

Guidelines

on IGNITE Travel Bursaries

This document serves as an aid for the organization of travels and accommodation for reimbursement of participants for IGNITE workshop and conference at University of Applied Arts, Vienna (24-26.3.2020), and summarizes directives documented in the Austrian Academy of Sciences' Guideline for Travel Expense Claims.

In the event of a bursary of participants of the IGNITE Workshop and Conference in Vienna, the ACDH will generally cover expenses for travel to and from Vienna as well as required overnight stays at a hotel up to a maximum amount of €200 for participants travelling by train/bus/car and €500 for participants travelling by plane.

1. Organizing your Trip

a. Travel Expenses

Guests are encouraged to organize their travel by themselves.

The ACDH reimburses expenses for train tickets (2nd class) or flights (economy class). The traveller must submit invoices for all expenses incurred. Electronic invoices are accepted. After the booking process, most booking portals/airlines offer the feature to get an extra invoice. If only the booking confirmation is submitted, the evidence of payment has to be enclosed. The name of the traveller has to be evident on the invoice. If the invoice refers to a credit card payment, evidence of payment has to be enclosed in the form of a credit card bill. Please also enclose boarding passes.

b. Accommodation

Guests may organize their stay themselves (we usually suggest the [Mercure Wien Zentrum](#) or the [Hotel Post](#), due to its proximity to the venue).

The ACDH will reimburse expenses for a standard single room at a similar hotel. There are caps on the cost for one night at a hotel.

2. Reimbursement

Reimbursement for travel and accommodation expenses incurred by the traveller can be claimed by submitting a travel expense claim form to the institute.

The form ([PDF](#)) is to be filled out completely and can be submitted via email to the traveller's contact person at the ACDH, who will forward it to the accounting department.

The claim must be received by the Accounting Department within one month after the end of the trip.

The ACDH reserves itself the right to reject reimbursement of any claims that do not conform to the guidelines stated here.

Instructions for Completing the Travel Expense Claim Form

The claim form is available as [PDF](#) file and may be completed either manually or by filling out the file digitally.

All invoices or tickets that are presented as part of the form must be numbered and listed on the form. If they are not originally in electronic form, they must be made available to the ACDH in the original. Travellers may inquire which address to mail them to from their contact person at the ACDH.

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The upper part of the first page must be filled in completely. The name, including academic titles, if any, must be stated. The full home address of the traveller must be stated (not only the town or city).

Bank account details must include **IBAN** and **BIC** (in the case of international bank transfers which cannot be effected by means of a SEPA payment: account number + SWIFT code or routing number as well as name and address of bank).

The framed box on the bottom need not be filled out by the traveller, it will be completed by the ACDH.

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to be used if traveller booked and paid for accommodation themselves!

Please enter the date and the time as well as the travel route in the uppermost box of the form. Every business trip starts upon departure from and ends upon return to your home place of work. Any border crossings should also be recorded.

Travelling by train

- The original train tickets stating the price must be enclosed, including the invoice, if available. The same applies to travels by bus or public transport.
- If the price is not state on the relevant ticket, an invoice (and if no invoice is available, a printout of the price) of the route travelled must be enclosed. Amounts added in handwriting for which no price information is provided will not be accepted.
- Where tickets are retained automatically, price information on the route travelled must be enclosed. The fact that the ticket was retained must be stated. Seat reservations will be reimbursed upon presentation of a reservation confirmation.

Travelling by air

The original invoice (also E-tickets, passenger receipts) are to be attached to the travel expense claim. After the booking process, most booking portals/airlines offer the feature to get an extra invoice. If only the booking confirmation is submitted, evidence of payment has to be enclosed (for instance in the form of a credit card billing). (Screenshots of your Boarding passes are required!

Accommodation

If the trip includes overnight stays and accommodation is not organized by the institute, accommodation costs will be reimbursed:

- The original (hotel) invoice must be enclosed.
- In the case that a double room is booked, single use must be recorded.
- In the case of bookings via the Internet where no invoice can be obtained in addition to the booking confirmation, this fact must be recorded on the booking confirmation submitted (“no invoice available”) and evidence of payment (such as a credit card billing) must be enclosed.