

GUIDELINES

REIMBURSEMENT TRAVEL EXPENSES

1. For the reimbursement of travel expenses please fill out the form „Reimbursement“.
2. The following will be refunded:
 - a. Flights, train, or bus tickets (economy class) up to € 350,--.
 - b. In exceptional cases, such as longer journeys, another ticket can be refunded. Please contact us beforehand.
3. The following will not be refunded:
 - a. Taxi bills (except in justified exceptional cases)
 - b. Traveling to and from the airport/train station (except in justified exceptional cases)
 - c. Parking expenses
4. Please send the completed and signed form no later than 30 days after the event with all attachments to oeai-finanzen@oeaw.ac.at
5. Later submissions may not be considered.
6. Following the **verification of all received documents** (request for refund, original vouchers, proof of payment) the corresponding amount will be deposited onto your bank account by the Austrian Academy of Sciences. Cash payments are not possible.

In you have any questions, please contact oeai-finanzen@oeaw.ac.at

