



Travel Expenses Reimbursement Guidelines

1. Travel to/from the conference

Full reimbursement for travel to and from the conference is granted with the understanding that participants attend for the **whole duration** of the conference.

Travel reimbursement is based on travel between the participants' **home university** and the conference venue. Should your travel not be from your home university, you are asked to contact the CESifo office first before making your reservations.

Reimbursement Limits

The following list refers to the highest amounts that will be reimbursed by CESifo for economy air travel, excluding local ground transportation. Should a participants' costs exceed the relevant amounts below, they must contact the CESifo conference team **before** booking any tickets in order to be granted approval for the additional costs.

Travelling from	Cost Limit
• Within Germany	€ 300
• Within Europe	€ 450
• Scandinavia / Israel	€ 550
• US / Canada East Coast	€ 850
• US / Canada West Coast	€ 1000

For costs pertaining to all other departure points, please contact the CESifo conference team prior to making bookings.

Air Travel

CESifo will cover low-fare economy class flight costs. Participants wishing to travel 1st or business class are required to cover the difference in price between their ticket and the cost of an economy flight. In these cases, participants are asked to contact CESifo staff prior to booking and are also required to submit a written quote of what an economy ticket would have cost (above mentioned max. amounts may not be exceeded).

We ask conference participants to book their flights as soon as possible after receiving notification from the CESifo office. Participants are expected to make their booking within **3 weeks** of receiving the travel information from the CESifo office, otherwise reimbursement cannot be guaranteed.

In addition, please note that we request participants to choose a reasonably priced ticket. So called "full-flex" economy tickets will not be refunded.

Participants, who fail to catch their flight, through no fault of the airline, and consequently miss the meeting, will not be reimbursed for any travel expenses incurred. Costs will only be reimbursed for participants who actually attend the conference. In addition, any fees or higher fare prices incurred for changing flights will not be reimbursed.

Rail Travel

CESifo will reimburse 2nd class rail tickets. As with air travel, participants wishing to travel 1st class are required to cover the difference in price between their ticket and the cost of 2nd class ticket (a written quote of 2nd class ticket price will be required).

Car Travel

Car rental will not be reimbursed. Participants choosing to travel to a CESifo conference with their own car may claim mileage reimbursement at € 0.25 per kilometre for the round-trip (costs are limited to the price of an equivalent economy flight within Germany / Europe). Please contact the CESifo staff prior to the conference if you are travelling by car.

Local Ground Transportation

Costs in the amount of the relevant public transport fares will be reimbursed to the participants for transport to and from the hotel, to the conference venue as well as to the official dinner location.

Taxi costs will not be reimbursed.

2. Accommodation

CESifo will organise and pay for accommodation for all presenters, discussants and other participants with an “active” role in the conference. Additional nights at the hotel beyond the number specified for the meeting, or additional costs incurred for bringing a partner will not be reimbursed. Upon checkout at the hotel, participants must cover any additional costs incurred such as room service, movies, phone charges, wireless computer access - and additional nights.

3. Meals

Lunches are provided on the days of the conference as well as an official conference dinner. Additional meals are at the expense of the participant. Daily allowances are not paid to participants.

4. Miscellaneous / Fees

- **Visas**

Please note that visa costs cannot be reimbursed by the conference organisers. In addition, it is the sole responsibility of the participant to secure a visa (if required) in a timely manner. Costs incurred when a flight cannot be taken due to failure to secure a visa will not be reimbursed by the conference organisers.

- **Bank Fees**

The organisers will cover fees incurred when making payment. The beneficiary bank (i.e. the participants' bank) may charge additional fees when accepting payment and these costs are the responsibility of the participant.

- **Credit card fees**

Credit card fees will not be covered by the organisers.

5. Submitting a Claim/Payment

Upon your arrival at the conference you will receive a **Travel Reimbursement Form**. Please complete the form as soon as possible and return it to CESifo with the **original** ticket stubs (boarding passes) and other receipts. As we are required to submit all accounts to our funding bodies in a timely manner, we ask all participants to send their receipts to the CESifo office no later than 3 months after the end of the conference. After this deadline outlays can no longer be reimbursed.

If your claim entails a currency conversion, the organisers will use the interbank exchange rate on the day when the ticket was purchased. We refer to <http://www.oanda.com/> for our exchange rates.

In order to ensure prompt reimbursement, we ask all participants to provide us with the correct information for making payment. For European transactions, please provide the **IBAN** (International Bank Account Number) and the **BIC** (Bank Identification Code). For other payments (particularly for the US), you are kindly asked to provide the **ABA routing number** and the **name and address of the bank**. Failure to provide these details could lead to delays in reimbursement. Please note that cheques cannot be issued.

Please note that original receipts are required in order to guarantee reimbursement.

6. Contact

If you have any questions relating to the submission of your claim, please contact either Ms Deirdre Weber (weber@cesifo.de), Ms Karin Fournier (fournier@cesifo.de), Ms Katja Gramann (gramann@cesifo.de) or Ms Olga Zudova (zudova@cesifo.de).