

Information concerning reimbursement of travel expenses

SISSA is going to reimburse or pay you for travel, accommodation and meals. In order to be reimbursed by the SISSA Administration we kindly ask you to follow the recommendations below. As you can imagine these are Administrative regulations, and unfortunately we have no possibility of changing them or making exceptions.

Hotel - We can only reimburse the cost of your accommodation, which usually includes breakfast. Any other expenses (e.g. accommodation for accompanying persons, telephone calls, bar, etc.) have to be paid by you, directly to the hotel. Please contact Dr. Lorena Bencina (bencina@sissa.it) for hotel bookings (provide her with all details) and logistic information.

Travel

Train - Please, remember to send us all the original tickets after the end of your trip. If you use a wagon-lift or a couchette and if the train controller has withdrawn your ticket, ask him/her to issue the corresponding receipt in order to be reimbursed.

Air travel - Please, remember to keep and send us all the *boarding passes* and the passenger receipt, which is the last coupon of the ticket, after the end of your trip. If the cost does not appear on the ticket itself, please also send us the invoice issued by the travel agency. If you bought your flight ticket through Internet, from a company which does not issue tickets, send us the boarding passes together with the Internet "receipt". If SISSA bought you a pre-paid ticket, you should send us the passenger receipt and the boarding passes.

Transportation - Only out-of-town transportation can be reimbursed upon presentation of tickets. Taxi cannot be reimbursed, unless really motivated and previously agreed with us. Consider that there is a bus from the airport directly to SISSA in connection with almost all flights; the ticket costs about 7 euros.

Meals - We can only reimburse two receipts per day; if you have only one the amount of the reimbursement this cannot exceed 30,47 euros. If you have two receipts in a day, the reimbursement cannot exceed 60,94 euros.

IMPORTANT NOTES:

SISSA cannot reimburse travel agency fees, urban transportation, car-parking tickets (even at airports), car rental costs or any expense related to travel by car.

We cannot reimburse at any level expenses relative to accompanying person(s).

Reimbursement can only be made upon presentation of original tickets for travel expenses, invoices and receipts for accommodation and meals – photocopies cannot be accepted by the administration.