

REGULATION

On reimbursement of travel and subsistence expenses to researcher candidates invited to Florence for interviews

The flat-rate reimbursement of expenditure incurred by candidates for a researcher place at the Institute shall include two distinct elements, namely:

- reimbursement of travel expenses as such;
- reimbursement of subsistence expenses in Florence.

1. Travel expenses

- 1.1. The flat-rate reimbursement of travel expenses shall be based on the distance between Florence and the **postal address** (hereinafter **address**) the candidate has indicated on the application, *i.e.* the address at which the candidate can be reached during the selection period.
Reimbursement is based on the condition that the difference between the candidate's postal address and the home address is for study and/or work reasons. If this condition is not met, the reimbursement shall be based on the *permanent home* address indicated on the application form.
- 1.2. Should the candidate have changed address between the date of application and the date of departure for Florence for interview, the Institute shall use the new address as basis for reimbursement, on the twofold condition that:
 - a) the change of address be for study or work reasons, and
 - b) the change *have been notified and justified* to the Institute before the candidate's departure for interview. Such communication may be by fax (+39.055.4685.444) or by e-mail (applyres@eui.eu).
- 1.3. Candidates' costs of travel to Florence shall be reimbursed on a flat-rate basis according to the distance between the candidate's address and Florence as per the following table, whatever means of transport be used:

<i>Distance in kilometres by land (rail or road) (including necessary sea crossings)</i>	<i>Flat-rate contribution €</i>
less than 200 (*)	30
201 – 400	50
401 – 600	70
601 – 800	105
801 – 1000	130
1001 – 1200	155
1201 – 1400	185
1401 – 1600	210
1601 – 1800	260
1801 – 2000	310
2001 – 2200	440
more than 2200	520
(*) except for Florence and its conurbation.	

2. Subsistence expenses:

The daily allowance shall be € 35 per day of interview, for candidates with an address more than 50 kilometres from Florence.

3. Method of payment:

All payments will be carried out in cash at the Institute and will be in *Euro*.

In exceptional cases, where the candidate submits a specific request, payment may be carried out by bank transfer. In such cases, candidates must give full details of their bank account (including IBAN and SWIFT codes). Candidates will transmit (or hand in at the time of interview) the bank details to the Institute using a specific form (enclosed).

4. Special case of candidates interviewed outside Florence

- Reimbursement shall be based on the distance between the candidate's address and the place of interview, in accordance with the figures in the kilometric table under point 1.
- The subsistence allowance shall be € 35 per day of interview, for candidates with an address more than 50 kilometres from the place of interview.

5. Special case of Latin American candidates

- For Latin American candidates to be interviewed under the auspices of the Spanish Foreign Ministry grant programme for Latin America, the Institute has foreseen three ways of interviewing candidates:
 - by video conferencing
 - by interview in one of the countries specified under the scheme
 - by interview in Florence
- Where the candidate is interviewed in Latin America, by video conferencing or personal interview, the conditions for reimbursement of the candidate's travel and subsistence allowance shall be the same as the conditions mentioned in point 4 above.
- Where Latin American candidates have been invited for interview in Florence and are travelling from one of the countries specified by the Ministry – the candidate's postal address on the application form being considered the point of departure - reimbursement shall be based on a percentage reimbursement of the real travel costs, subject to a ceiling limit.
The candidate may in such a case claim 80% of the travel costs, with a ceiling limit for reimbursement of €1000. Reimbursement will be based on Economy or Excursion class flight tickets, or similar reduced fares.

The subsistence allowance shall be € 35 per day of interview.

To obtain reimbursement, candidates shall submit a request and photocopies of their travel tickets to the Secretariat of the Academic Service which will make the necessary arrangements for cash reimbursement in Euro at the Institute branch of the *Cassa di Risparmio di Firenze* bank. Exceptionally, payments by bank transfer may be considered, respecting the conditions set out in point 3 above.

This decision shall enter into force on 16 March 2006

Yves Mény

EUROPEAN UNIVERSITY INSTITUTE

Candidate Research Student Interviews: Claim Form for reimbursement via bank transfer

Please fill in clearly all the following details:

LAST NAME:

FIRST NAME:

NAME OF YOUR BANK:

POSTAL ADDRESS
OF BANK - (street, city and country)

.....

.....

.....

NAME OF ACCOUNT HOLDER
(if different from above)

ACCOUNT NUMBER

IBAN CODE (*)

SWIFT (OR BIC, OR TID) CODE (*)

YOUR ADDRESS
(home or work)

.....

.....

.....

.....

.....

DATE:

() Payments will be processed only if all details, including the full name of the bank and the two international banking codes are shown*