

Guide to the reimbursement of travel and subsistent expenses to Ph.D. and LL.M. candidates invited to Florence for interviews

The flat-rate reimbursement of expenditure incurred by Ph.D. and LL.M candidates who are invited for an interview 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 for travel expenses shall be based on the distance between Florence and the **postal address** (hereinafter **address**) the candidate has indicated on the application form, 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 to Florence for the 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 *has been duly notified and justified* to the Institute before the candidate's departure for interview. Such communication needs to be done by fax (+39 – 055 – 4685 444) or email (applyres@eui.eu).

1.3. Candidates' costs to travel to Florence shall be reimbursed on a flat-rate basis calculated on the basis of the kilometric distance between the candidate's address and Florence as indicated below, whatever the means of transport :

DISTANCE IN KM	AMOUNT IN EUR
Up to 500	100
501-1000	150
1001-1500	250
1501-2000	350
Over 2001 (within Europe)	450
Over 2001 (outside Europe)	600

2. SUSBISTENCE EXPENSES

The daily allowance for the interview shall be Euro 40 for candidates with an address more than 50 kilometres from Florence.

3. METHOD OF PAYMENT

All payments will be in cash in *Euro*, and be done at the Institute.

In exceptional cases, payment may be carried out by bank transfer if candidate submits a specific request. In such cases, candidates must give full details of their bank accounts (including IBAN and SWIFT/BIC codes). Candidates must submit (or hand in at the time of interview) the bank details to the Academic Service, admission office (using a specific form enclosed).

4. SPECIAL CASES CANDIDATES INTERVIEWED OUTSIDE FLORENCE

- a) Reimbursement shall be based on the distance between the candidate's address and the place of interview, in accordance to the figures in the kilometric table under point 1.

The subsistence allowance shall be Euro 40 per day of interview, for candidates with an address more than 50 kilometres from the place of interview.

- b) The Academic Service may decide to proceed with interviews by video conferencing in special cases for candidates who are based outside Europe.