



TRAVEL GUIDELINES FOR EMBO YOUNG INVESTIGATORS

If your travel costs are to be covered by EMBO please adhere to the following guidelines:

1. Please complete the travel expense claim form and return it to EMBO for reimbursement within 1 month of returning from a trip (can be downloaded from the web).
2. Attach original tickets or receipts for each expense listed on the claim form, and mail to:
Kim Krynauw
EMBO Young Investigator Programme
Postfach 1022.40
D-69012 Heidelberg
Germany
3. Please use 2nd class rail if a one way journey would take less than 8 hrs. For longer travel please use an economy air fare (APEX tickets). We will not refund business class tickets. Should you have any questions regarding this, please contact us prior to making any final arrangements (email: yip@embo.org, Tel: +49 6221 8891 110).
4. If you travel by car, EMBO will reimburse the equivalent of a 2nd class rail ticket. Please provide a written estimate. This estimate can be issued by a travel agency or the rail company. A printout of the cost estimate from the rail web site is sufficient as well.
5. If your airfare is estimated at being over **Euro 500**, please complete the meeting travel form and send it to Kerstin Hiester (Kerstin.Hiester@embo.org) so that we can search for a cheaper rate through our travel office.