

## TIMER – Training activities

### Travel and Subsistence Reimbursement Guidelines

1. Each trainee is asked to prepare a project summary, using the forms that will be available on the TIMER website. The filled form should be sent (by the trainee's supervisor) for approval to the TIMER Committee (Uguccione, Locati, Teixeira) at the e-mail address: [mariagrazia.uguccioni@irb.usi.ch](mailto:mariagrazia.uguccioni@irb.usi.ch). Once approved, the coordinator grant office will arrange the preparation of the contract regulating the Training in which it will be stated the total funds that the trainee will receive. The contract will be signed by Prof. Alberto Mantovani and by the trainee; copy of this document, duly signed, will be sent to the institution the trainee belongs.

The institution of which the trainee belongs, is asked to transfer 80% of funds to the trainee before the beginning of the training and the rest of funds (20%) after the end of the training period. For the reimbursement of the final 20%, please send the "**scientific visit report**" signed by the responsible person in the guest laboratory **within 1 month** from the end of the training period, together with **copy of tickets or receipts** for travel expenses to:

Dr. Danilo Petroni  
FONDAZIONE HUMANITAS PER LA RICERCA  
Via Manzoni, 113  
20089 Rozzano MI – Italy  
e-mail: [danilo.petroni@humanitas.it](mailto:danilo.petroni@humanitas.it)

After this last control, the coordinator grant office will arrange the transfer of 100% of funds directly to the Institution to where the trainee belongs.

Finally, each partner will claim the costs sustained for each training in its FORM C.

2. Please, use 2<sup>nd</sup> class rail if a one way journey would take less then 8 hrs. For longer travel please use an economy air fare (APEX tickets). We will not refund business class tickets.

3. If you travel by car, TIMER will reimburse the equivalent of a 2<sup>nd</sup> 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.

4. If your airfare is estimated at being over Euro 500, please contact Dr. Danilo Petroni prior to making any final arrangement ([danilo.petroni@humanitas.it](mailto:danilo.petroni@humanitas.it) - phone: +39-02-8224.2435).

5. The daily rates paid for subsistence (hotel is included) are listed below.

6. The daily rates will be applied from the day of arrival to the day of departure.

## Daily subsistence rates for Short Term Fellowships in 2012

		Rates 2011			Rates 2012		
Country	Currency	Daily rates in national currency	Daily rate in EURO	IR %	Daily rates in national currency	Daily rate in EURO	Exchange rate Dec. 2010
Austria	€	77.14	77.14	3.30	79.69	79.69	1
Belgium	€	76.41	76.41	3.50	79.08	79.08	1
Croatia	€	73.40	73.40	2.40	75.16	75.16	1
Czech Republic	€	60.22	60.22	1.80	61.30	61.30	1
Denmark	DKK	648.95	85.41	3.00	668.42	89.90	7.435408
Finland	€	73.98	73.98	3.30	76.42	76.42	1
France	€	78.10	78.10	2.10	79.74	79.74	1
Germany	€	84.51	84.51	2.30	86.45	86.45	1
Greece	€	75.13	75.13	3.50	77.76	77.76	1
Hungary	€	89.35	89.35	0.00	89.35	89.35	1
Iceland	ISK	12,114.48	62.06	3.50	12,538.49	78.43	159.876400
Ireland	€	83.95	83.95	2.80	86.30	86.30	1
Israel	USD	88.65	57.63	4.10	92.28	68.86	1.340202
Italy	€	85.64	85.64	2.70	87.95	87.95	1
Netherlands	€	76.45	76.45	2.20	78.13	78.13	1
Norway	NOK	739.57	85.05	1.40	749.92	96.78	7.749036
Poland	€	71.90	71.90	0.00	71.90	71.90	1
Portugal	€	74.59	74.59	3.70	77.35	77.35	1
Slovenia	€	73.54	73.54	0.00	73.54	73.54	1
Spain	€	77.07	77.07	3.50	79.77	79.77	1
Sweden	SEK	751.84	71.45	3.30	776.65	85.59	9.073918
Switzerland	CHF	160.96	105.63	0.40	161.60	130.89	1.234688
Turkey	€	77.63	77.63	0.00	77.63	77.63	1
United Kingdom	GBP	63.69	67.95	4.40	66.49	77.60	0.856862
Others	USD	89.10	58.40	2.64	91.45	68.24	1.340202