



## **International travel reimbursement rules**

Future Worlds Center has created a lot of opportunities for international travel. The Organization is networked internationally and our Associates and members of our network are *invited* and in many cases of course *expected* to participate in numerous international events, conferences, workshops and trainings.

We distinguish between three types of travel:

### **1. Travel that is part of a regular project**

The first type is considered **necessary for the people who are involved in a specific project**. The Organization therefore, compensates 100% of the cost. This includes airfare, hotel, food and transportation. In general, the organization does not cover taxis or personal expenses and does not provide any daily allowance. The person traveling has to prepare the travel documents in a standardized method to be reimbursed: "*International\_Travel\_Claim*"

### **2. Travel that is important for the Organization and/or specific projects, but is not necessary for the particular associate:**

The second type is important, but not necessary. Therefore, the Organization expects the person traveling to promote the organization's interests, to contribute minimally to the cost and to practically demonstrate appreciation for the opportunity.

### **3. Travel that is considered as 'opportunity' resulting out of our strong network.**

The third type of travel is the "opportunity-creating travels". The person traveling will usually be expected to contribute partly to the cost, because (a) the sponsor typically pays only part of the Cost and (b) it is not a necessary trip for the projects of the associate and/or external associate; of course the organization values the participation.

The expected personnel contribution is as follows:

- Internal participant (staff of the organization): travel cost will be reimbursed up to the amount allowed by the project budget.
- External participant: each participant should contribute the amount not covered by the project budget. An additional donation of 150 euro in case of travels with 3 or more overnights and the total cost of the travel being higher than three times of the contribution. In all other cases the minimum donation expected is 100 euro.

Donations should be made before the initiation of the trip.

#### **Future Worlds Center**

(legal reg.: Cyprus Neuroscience and Technology Institute)

Unit 1: New Media Lab - Unit 2: Development Education - Unit 3: Humanitarian Affairs

Promitheos 5, 1065 Lefkosia, CYPRUS. Tel. +357 22 87 38 20 Fax. +357 22 87 38 21

<http://fwcis.blogspot.com> <http://globalconnections.wetpaint.com> <http://developmenteducation.info>

<http://cnti.org.cy> <http://FutureWorldsCenter.org> <http://EUcitizenship.org>

<http://ucyvrok.wetpaint.com> <http://tech4peace.org> <http://Everybodys-Song.net> <http://CyberEthics.info>

<http://cy.youth4world.com> <http://multiculturalcyprus.blogspot.com>



To apply for reimbursement the traveling person will need to fill-in <sup>for the relevant</sup> the relevant Reimbursement Form (*Intern\_Travel\_Claim*) and attach all **original** receipts, boarding passes etc and copies of the program and/or participation certificates and submit to the Financial Officer for control and payment.

***Please note that travels without boarding passes will not be reimbursed in compliance with the rules of the European Commission.***

Persons traveling under third type of the international travels will be reimbursed only after the project/travel report is accepted by the EC. Nevertheless, in general, typical reimbursement time is 40 days.

Please read carefully our policy about international travel at the following links:

[http://www.futureworlds.eu/wiki/Policy: International Travel](http://www.futureworlds.eu/wiki/Policy:_International_Travel)

[http://www.futureworlds.eu/wiki/Procedure: International Travel](http://www.futureworlds.eu/wiki/Procedure:_International_Travel)

***By submitting your application you acknowledge that you have read and understand our policy and rules***

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## TRAVEL APPLICATION FORM

Project			Travel Dates		
First Name			Family Name		
Nationality		Date of Birth		Gender	
Complete address of residence					
Postal code		Town		Country	
Phone [with full international dial codes]			Email		
Education			Profession or occupation		
Signature					

### Application can be submitted:

- **Via e-mail:** to the particular project coordinator or the contact person shown in the travel announcement
- **Via fax:** +357 22 873821

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