

Note to ICDP Reimbursements for DIS Training and Training Course

A) Reimbursement for ICDP DIS Training

We recommend to attending the **Drilling Information System (DIS)** training in a period of 6 to 2 months prior to the actual drilling operation. The training takes five days. ICDP project PIs can apply for it in the full proposal, and book it after approval.

Expenses:

- the project has to cover unavoidable travel costs for the subscribed team members. The project can use part of the ICDP project budget or other preferred financial resources
- the project has to provide at least one PC configured with a standard MS Windows system and basic licenses for that system and the DIS ([see here](#))
- ICDP provides the training facilities and corresponding accommodations including breakfast
- ICDP will reimburse a daily rate for lunch and dinner per person without requesting receipts
- ICDP will reimburse the necessary local transportation per person (based on original receipts)

For further information, please contact [Cindy Kunkel](#).

B) Reimbursement for Annual ICDP Training Courses

The annual ICDP Training Courses deal with all relevant aspects of scientific drilling, including fundamentals of drilling technology, borehole measurements, data interpretation and management, sample handling and storage, and basic project management. The training courses generally take one week and are cost-free for the attendees. On-site accommodation and meals are organized and directly paid by ICDP. The following expenses will be reimbursed by ICDP after the Training Course:

- Costs for visa and visa application (receipts needed),
- Travel costs including air travel and public transportation (receipts needed),
- Accommodation costs for the night before and after the training course if applicable (receipts needed),
- Daily allowances for cases where no meals were provided by ICDP (no receipts needed).

Please consider that

- Expenses for taxis or rental cars are covered only after prior consultation with ICDP,
- We require a signed travel claim form (downloadable on the ICDP website) including information on your bank account and all receipts for reimbursement,
- We do our best to reimburse you as soon as possible, but in rare cases it may take up to six weeks until you will receive the money on your account.

For further information, please contact [Thomas Wiersberg](#).