

Instructions for travel claims to ICDP

A) For individual reimbursement after panel, workshop, or training participation

- Please use only this ICDP form for travel claims available for download at:
<https://www.icdp-online.org/downloads/reimbursement-forms/>
- Open the form in Adobe Reader or similar programs and **type in all data.**
- ICDP needs **correct and detailed banking information** for wire transfer. Please provide, your private address, your banks name and address, and in particular the BIC/SWIFT or routing number and IBAN code of your bank account. If your bank does not have an international presence on the global money transfer market (e.g., small local banks), please ensure that a so-called corresponding bank with a global presence is mentioned.
- If the reimbursement is to be made to your institution/organization, it is important that you first contact your finance department and request a **reference number** for the remittance, otherwise the payment will be returned.
- ICDP **covers economy class travel costs and accommodation**, but no meals en route, no mileage, no parking, no taxi, and similar costs.
- Money will only be reimbursed via wire transfer in Euro or US Dollar; please calculate other **currencies into € or \$** according to exchange rate (e.g., oanda.com) of day of payment (day of issuing of ticket).
- Please submit the completed document within less than 3 months as single pdf-file, documents such as flight invoices, hotel expenses, and the completed form have to be copied into **one single PDF file.**
- Send your single reimbursement pdf file to an ICDP representative in Potsdam, Germany as instructed.
- ICDP cannot be held responsible for additional transfer fees if incorrect and/or incomplete bank details cause the return of transfers.
- It will take a few weeks until the funds will be in your account

B) For meetings organizers of ICDP events

- Inform participants about the reimbursement they can expect before they book their travel, i.e., fully or partly reimbursement, with up to certain amount, only local accommodation, including food or others; see general instructions above.
- Find a venue for which you can reserve blocks of rooms and meals and pay directly (or let ICDP cover directly).
- Note that ICDP covers only economy class travel costs, accommodation as well as joint meals at the venue of the meeting. Additional meals, i.e. en route, need to be covered by participants and will not be reimbursed.
- ICDP does not cover costs according to participants country regulations. Accordingly mileage, parking, taxi, and other costs will not be calculated individually.
- Keep an updated list of participants, their expected costs, reimbursement level for ICDP or other grant institutions and share this with the ICDP office.