

Guidelines for Reimbursement of Transnational Access Visitor Expenses

This page documents the guidelines for reimbursement of TNA visiting scientist's travel expenses at the Institute of Aquaculture, University of Stirling which are being covered by the AQUAEXCEL3.0 project. Please read carefully the entire document before booking your travel. Additional instructions or limitations for reimbursement may also have been discussed with the TNA manager at the time of your project application.

Please note that payments will be administered by the University of Stirling's Finance Office and are subject to the University's Financial Rules and Regulations. Payment will only be paid into a nominated bank account by bank transfer (usually within 2-3 weeks of the claim being submitted). **Under no circumstances will a cash payment be made.**

Reimbursement will be provided for travel expenses for visitors, up to a specified limit, upon presentation of valid receipts. The following guidelines apply:

- Participants should plan on traveling on dates agreed with the TNA manager.
- Visitors should pay for their travel themselves and will be reimbursed up to the specified limits on arrival in Stirling.
- The reimbursement will be done by bank transfer only, typically within 2-3 weeks from submission and approval of the required documentation.
- Reimbursed travel should use the least expensive options possible, which reasonably meet normal travel time constraints. This should be by economy fare by plane or public transport. This includes public transport to and from the airport to Stirling and return
- Receipts should be provided in paper format along with an accompanying invoice detailing the visitor's home address and bank details including IBAN code.
- The daily rate for subsistence/accommodation offered is €(to be confirmed) per day. This allowance is to cover accommodation and meals. Please detail the agreed number of visit days on the invoice.

An example of a TNA visitor's invoice and accompanying receipt is shown below. This should be presented to Kirsten Strachan (Room H2, Pathfoot Building, University of Stirling) as soon after arrival as possible and certainly within 3 months of the first day of the visit.

If you have any questions about travel reimbursement please send an email to Kirsten Strachan (k.m.strachan1@stir.ac.uk) before booking.

INVOICE

Date: 6th May 2019
Invoice # 01

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

[E-mail address]

TO University of Stirling
Institute of Aquaculture
Stirling
FK9 4LA, UK
For the Attention of Kirsten Strachan



PAYMENT DETAILS			
Bank Name:		Country:	
Bank Address:		Sort Code:	
Account Name:			
Account Number:			
IBAN			
SWIFT/BIC			

DATE	EXPENSE DETAILS		LINE TOTAL (€)
xx/xx/2022	Return flight Italy-Edinburgh		€295.46
xx/xx/2022	32 days subsistence at €50/day		€1600.00
TOTAL			€1895.46

PAYMENT CONFIRMATION

THIS IS NOT A BOARDING PASS

Customer [REDACTED]	Supplier easyJet Airline Company Limited
Address [REDACTED]	Address Hangar 89 London Luton Airport Luton Beds LU2 9PF United Kingdom

Booking Reference [REDACTED]	Issue Date 04/06/2019
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Booking Date	Flight Route	Flight Ref	Flight Date	Product	Qty	Unit	Price
06/05/2019	Milan Malpensa to Edinburgh	[REDACTED]	04/06/2019	Flight	1	Segment	54.77 EUR
06/05/2019	Edinburgh to Milan Malpensa	[REDACTED]	05/07/2019	Flight	1	Segment	92.14 EUR
				Prepaid Excess Baggage	3	KG	30.00 EUR
				Baggage	1	Bags per sector	75.77 EUR
				Aviation Taxes (APD)	2	per booking	21.78 EUR
				Admin Fee	1	per booking	21.00 EUR
Flight Totals							295.46 EUR

International and UK Domestic flights and flight related products are subject to VAT at 0% under the VAT number GB745360825.

	Grand Total	295.46 EUR
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

This sale is not protected under the ATOL Scheme.

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