

## TRAVEL REIMBURSEMENT GUIDELINES

All speakers and discussants (and a limited number of participants) will be reimbursed for a return journey to the workshop, while accommodation and meals will be arranged by the workshop organizers (special dietary requests can be accommodated if indicated in advance).

The following applies regarding the maximum reimbursement for travel costs

- participants from Spain: up to 250 Euros
- participants from Europe: up to 400 Euros
- Other participants: up to 800 Euros

These limits are based on economy class airfare and second class train fare, and include any cost related to local and/or ground transport. Reimbursement of travel costs exceeding the above limits needs prior approval by conference organizers.

All participants should do their best to book their tickets well in advance and search for the lowest fares. Alternatively, they may request the conference organizers to book their tickets.

Upon returning from your trip, please mail the receipts for all travel expenses incurred to:

Ms Rita Halbfas, Secretary  
EES network  
Kiel Institute for the World Economy  
Duesternbrooker Weg 120  
24105 Kiel, Germany

Alternatively, you may scan the receipts and send them by email to: [rita.halbfas@ifw-kiel.de](mailto:rita.halbfas@ifw-kiel.de)

The deadline for submitting the receipts: November 30, 2009.