

ELIGIBLE COST	HOW TO BE REIMBURSED	REIMBURSEMENT LIMITS	PAYMENTS
TRAVEL			
flight tickets in economy class	Submitting the boarding cards and the record of the electronic tickets (or Travel Agency invoice).	From EU to 400,00 euro; Outside EU up to 800,00 euro	by the participant
train tickets First Class	Submitting the tickets		by the participant
bus or taxi used to reach the airport and the destination	Submitting the receipts		by the participant
ALLOWANCE			
housing in hotel for the days related to the workshop (one day before the beginning of the workshop and one day after the end of the workshop are admissible)	Submitting the hotel receipt, with indication of name, kind of room (single or double but single used), days.	The expenses are acceptable if the ECLT administration reserves the room. If the participant reserves individually his own housing, to be sure of the reimbursement, a permission must be given in advance by ECLT Administration.	direct by the participant or by Ca' Foscari directly, in certain cases.
lunch and dinner	Submitting the receipts for every lunch and dinner. One lunch and one dinner are eligible cost per diem. Further food expenses are not acceptable.	Maximum per diem that can be reimbursed: euro 50,00	by the participant
housing in apartment shared with other colleagues	Submitting the invoice or contract	It important to attach a letter to the invoice that indicates the names of the people that share the apartment.	by the participant
expenses for grosseries	Submitting the receipts	This kind of reimbursement is acceptable only for participants that share apartments.	by the participant
TRANSPORT used during the workshop in the city			
bus, taxi, other	NO eligible costs.		
WHAT THE PARTICIPANT HAS TO DO TO RECEIVE THE REIMBURSEMENT			
Collect the receipts and the invoices related to his own expenses done during the workshop; only originals are acceptable (no copies, no pdf, etc).			
Fill in, in all its parts, the "Reimbursement Form" that ECLT Admin. Office has already sent by email. A copy of "Reimbursement Form" is in a personal folder delivered the first day of the workshop; an electronic copy is available on the ECLT website: www.ecitech.org/participants.html			
Fill in the "Bank Details Form" that ECLT Admin. Office has already sent him by email. The Participant will find a copy of "Bank Details Form" in a personal folder delivered the first day of the workshop; an electronic copy is available on ECLT website: www.ecitech.org/participants.html			
Send receipts and reimbursement form to: TATIANA ZOTTINO, ECLT Admin. Office, European Center for Living Technology - ECLT, Università Ca' Foscari di Venezia, c/o Ca Dolfin, Dorsoduro 3825/E, 30125 Venezia (Italia)			
The participant will receive the reimbursement directly on the indicated bank account. The Admin. Office will inform the participant about when the bank transfer takes place.			