

MEMENTO

1. Reimbursement of scientific travel expenses:

Before leaving:

- In all cases, you must complete a copy of the "ordre de mission ULB" form. This must be signed by the head of your research unit and by the Dean.

The form is available on the website of the Faculty of Sciences, and at the secretary's office.

- If you are applying for funding from FNRS for your trip, you must make copies of all related communications (including the FNRS form and their reply).

- If you are funded by ARC, you must complete the "ordre de mission ARC" form.

You must provide each of the above documents to the secretary.

After the trip:

- Accommodation:

We kindly ask you to complete an excel spreadsheet with detailed expenses.

(Please find the attached template. You may customize it as long as all required information still appears clearly.)

ALL original receipts (taxi, local bus, hotel, registration, meals, ...) must be attached to the spreadsheet. For expenses paid by credit card, we kindly ask that you attach your credit card bill (this is mandatory when expenses are indicated in a foreign currency).

- Reimbursement of travel expenses:

Your original BOARDING PASSES, e-TICKETS and TRAIN TICKETS must be attached. This is crucial if your trip is covered by a research grant. If these items are not attached, the accounting department may refuse to reimburse the trip.

- Reimbursement of personal vehicle expenses:

If you travel with your own vehicle, please write a brief note indicating destination, date of the trip, and total distance in kilometers. For all professional trips, there is a flat rate of 0.3352 euros/km.

2. Reimbursement of restaurant bills (in Belgium) are only accepted if you supply both the original bills as well as the VAT tickets (souches TVA). The guest's names will be mentioned on the note.

3. Reimbursements of expenses for guests at the department require the following information about the guest:

- First and last name
- Residency address (NOT the temporary address in Belgium)

- Name and full address of bank
- Bank account number, IBAN and BIC codes

All original receipts for expenses must be supplied.