

All students get a refunding of 75 % of their travelling costs.  
It is very important that you follow the procedure' described underneath to receive your reimbursement.

All **travel costs** to and from the IP must be **proven**.

In the guidelines of the IP-grant it is mentioned that the maximum **refunding** by the EU can be **75% of the travel costs**, taking into account the maximum amount mentioned in the application of the IP. Participants have to **pay 25 % of the travel costs themselves**.

To clarify:

The maximum travel cost that can be accepted for refunding is mentioned in the list underneath.

The refunding can be no more than 75% of the amounts mentioned.

f.e. if the travel cost is for a participant of Greece is 500,00 Euro, only 400,00 Euro can be taken into account for the reimbursement. the maximum refunding is 75% of 400 Euro = 300.00 Euro.

#### List of maximum amounts that can be accepted for refunding

- Gent: 15
- Groningen: 50
- Tallinn: 325
- Vilnius: 325
- Oslo: 325
- Athens: 325
- Setubal: 325
- Prague: 325

When asking for reimbursement you can include **all costs** from home to the destination of the IP (also tickets of train/bus to your local airport and from the airport in Belgium to your final destination) up to the maximum amounts.

#### Documents for reimbursement of travel costs

For reimbursement of your travel costs you need to keep **all original proofs, invoices, travel ticket(s) including boarding passes of your flights, train and bus tickets, tickets of fuel for car, ...**

All participating students receive a 'Travel reimbursement form' (student).

Please fill out this **form** completely and send this, together with all **your original travel documents** to Anne before **10<sup>th</sup> of February 2014** to the following address:

Artevelde University College Ghent

Anne Van Autryve

Voetweg 66

9000 Gent

Belgium

The reimbursement can only be paid if you have completed and send in all required forms and added all necessary documents.

Reimbursement applications which are incomplete or were sent in after the **deadline of 10 February 2014** will not result in a reimbursement of costs.

For more information about refunding, you can contact your local coordinator!