

REFUNDING INFORMATION

In order to facilitate the reimbursement procedures after the IP DISPE III we would like to remind you some bureaucratic procedures:

1) FOR IP FUNDED STUDENTS AND TEACHERS

- the IP reimbursement rates are fixed by the EU agreement with Lumsa University. The final grant will be established by the Italian National Agency on the basis of the number of the real participant students, but it can't exceed the total maximum amount. You find here attached the grant agreement with maximum rates refundable.
- we cannot pay for flight expenses more than the rate previewed in the grant agreement (**MAX 125 euro for each students and teachers**)

- THE ITALIAN NATIONAL AGENCY reminds that the idea is that institutions pay at least the expenses to co-fund the IP.

For Students the grant agreement is max **500 euro for 13 days** (accommodation and meals)

- to be refunded people must have a copy of the original tickets and boarding cards and an account number, where we could compensate the tickets (written on the copy), with them when they come to Rome.
- concerning accommodation costs: Lumsa University will pay directly the Hotel for students and Teachers for the previewed days. Exceding days must be paid separately by each student or institution. The same for teachers.

2) FOR SELF/HOME INSTITUTION FUNDED STUDENTS AND TEACHERS

Teachers and students self funded or funded by home institutions are requested to give the original receipts or tickets and boarding cards to Lumsa University in order to contribute to the co-funding of the IP, as previewed by the EU agreement. Copies of tickets and receipts will be taken during the IP, the originals, if needed, have to be sent as soon as possible to Lumsa University at the end of the IP in order to make possible the budget reporting at the end of June 2010.