Reimbursement of expenses incurred by external members of selection committees

1. Flat-rate committee allowance

Each external committee member who has participated in a selection committee for vacant academic positions is entitled to a flat-rate allowance of €140. [Note: Part-time UCL teaching staff are not entitled to this allowance, whereas visiting professors and appointed professors paid hourly are eligible.]

2. Travel expenses

General rules:
- travel must be by the most direct and most economical route;
- travel expenses will be reimbursed on the basis of original tickets.

Regarding travel by:
- Air:
  - Air travel is reimbursed only for distances greater than 400 km one way, or a return flight of more than 800 km.
  - Special fares (Apex-type) will be the standard reference basis.
  - The ‘full economy fare’ will only be accepted on a case-by-case basis, on receipt of proof of payment – in any case, it represents a maximum limit.
- Rail: 2nd-class ticket.
- Car: Amount equivalent to the 2nd-class train ticket.
- Taxi: Reimbursement only if no other means available.

3. Subsistence costs

2.1 Hotel

If necessary, the external members will be accommodated at the HOTEL IBIS STYLES MEETING CENTER LOUVAIN-LA-NEUVE,¹ which offers a preferential rate for UCL guests, or in guest rooms² (maximum two-night stay). Reservation via the committee’s chairperson or his/her secretariat.

2.2 Per diem

The external members may claim a per diem of €25/day to cover sundry expenses (maximum three-day stay).

¹ HOTEL IBIS STYLES MEETING CENTER LOUVAIN LA NEUVE
av. de Lauzelle 61, 1348 Louvain-la-Neuve, tel: +32 (0)10 45 07 51, fax: +32 (0)10 45 09 11, email: h2200@accor.com, http://www.accorhotels.com/fr/hotel-2200-ibis-styles-meeting-center-louvain-la-neuve/index.shtml .
Preferential rate for ‘UCL guests’: €93.75 (single room), €104.50 (double room) per night, breakfast and tourist tax included. These special rates are available only if booked using the UCL email or fax form.

² + €50 per night, breakfast included. Contact Sarah Schumiliver, +32 10 47 3769, sarah.schumiliver@uclouvain.be.
4. Expenses reimbursement procedure

Complete the ‘Payment request’ form and send it with your original receipts (tickets and hotel bills) and send it to the selection committee chairperson or his/her secretariat.

Information

For further information:
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