Reimbursement of expenses incurred by applicants

1. Travel expenses

   General rule:
   – 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: Reimbursed only if no other means available.

2. Subsistence costs

   2.1 Hotel
   If necessary, the applicants will be accommodated at the HOTEL IBIS STYLES MEETING CENTER LOUVAIN-LA-NEUVE, which offers a preferential rate for UCL guests, or in guest rooms (maximum one-night stay). Reservation through:
   - the selection committee chairperson or his/her secretariat for selection committee interviews;
   - Sarah Schumiliver, UCL Rector’s Office, for the final interview before the Rectoral Council.

   2.2 Per diem
   The applicants may claim a per diem of €25/day to cover sundry expenses (maximum two-day stay).

3. Expenses reimbursement procedure

   Complete the ‘Payment request’ form and send it with your original receipts (tickets and hotel bills) to:
   - the selection committee chairperson or his/her secretariat for expenses related to preliminary interviews;
   - Sarah Schumiliver, UCL Rector’s Office, for expenses related to the final interview.

Information

For further information:
Sarah Schumiliver, +32 (0)10 47 37 69, sarah.schumiliver@uclouvain.be
UCL Rector’s Office, Place de l’Université 1 - Bte L0.01.02, B-1348 Louvain-la-Neuve (Belgium)

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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’: €94.05 (single room), €105.10 (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.