

TRAVEL COSTS REIMBURSEMENT

Thanks to the funds of *Alpen-Adria-Universität Klagenfurt* and *Central European Initiative - Cooperation Action 2014*, Danube:Future is able to refund partially your travel costs for participating in the 1st International Danube:Future Workshop.

What you have to do?

1. Inform us about your funding difficulties;
2. Calculate the max budget depending on the distance by using the Erasmus+ Calculator¹:

RANGE km (return travel)		MAX BUDGET
100	499	€ 75,00
500	999	€ 150,00
1.000	1.499	€ 225,00
1.500	2.000	€ 300,00

3. Book your travel to Klagenfurt:
 - a. airplane: ticket or electronic ticket, and boarding pass, economy class
 - b. train: tickets, 2nd class
 - c. bus: tickets
4. Deliver the travel documents to the Workshop staff (also for urban transport for arriving to the hotel and/or AAU Facilities), including your personal bank account information;
5. After the end of the workshop you will receive the reimbursement via bank transfer (according to AAU regulations).

We will do our best to provide travel support!

¹ Open: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm; then insert (FROM) the town where you work (in principle where there is your institution) and (TO) Klagenfurt. Then multiplies the value for two (return travel).