

## GUIDELINES for TRAVEL ARRANGEMENTS

Travel must be arranged and tickets (e.g., flights, trains, etc.) purchased through one of the following **UAB authorized travel agencies**:

**UBICO World 2 Meet, SLU** – email: [uab@ubicocorporate.com](mailto:uab@ubicocorporate.com) - Phone No: 93.457.35.48, 91.290.41.48 (only urgent cases) - Opening times: 8:30-18:30 from monday to friday

**IAG7 Viajes Integracion Agencia de Viajes SA** – email: [uab@iag7viajes.com](mailto:uab@iag7viajes.com) - Phone No: 871.51.88.65, 616.77.62.71 (only urgent cases) - Opening times: 9:00-19:00 from monday to friday

**VECI Viajes el Corte Ingles** – email: [uab@viajeseci.es](mailto:uab@viajeseci.es) - Phone No: 93.600.06.04, 902. 180.129 or 91.2 18.3 9.26 (only urgent cases) - Opening times: 9:00-18:00 from monday to friday

**Researchers cannot purchase tickets nor book accommodation on their own, even if quotes are cheaper than those offered by authorized travel agencies.** Before requesting the budget for accommodation, check information related to the price limit, as it varies depending on the destination (**Annex I, group 2**).

### STEPS TO FOLLOW:

#### 1. The researcher contacts the travel agency, and requests the quote indicating:

**PERSONAL INFORMATION:** 1) Name and Surname, 2) DNI or Passport, 3) date of birth and Passport expiration date (for international travel outside EU), and 4) Destination

**TRAVEL ARRANGEMENTS** (e.g., flight, train): Day & time of departure and arrival. In case of preference for a particular carrier, please specify the identifier number. Tickets must be in economy class.

**ACCOMMODATION:** Day of arrival and day of departure (indicate preference for a specific hotel or area). The MdM program covers the hotel on a Bed and Breakfast basis.

Please, do not send the same requests to all the agencies at the same time. It is recommended to request quote to one agency and, if you do not receive a response within a reasonable time, contact another agency.

**Remember that the dates of the inbound/outbound must be at most the day before the start of the event and the day after its end.**

2. **Researchers should send the quote (travel + accommodation) to [pr.mdm.icta@uab.cat](mailto:pr.mdm.icta@uab.cat)**, justifying the purchase.

3. **The financial officer of the MdM programme will proceed with request and make reservation with the travel agency.**

### EXTRAS

Extra costs during the trip (justifiable expense) can be eligible for reimbursement. For **food** (restaurants, food purchase), it's not compulsory to present tickets as expenses are paid through the established daily allowances, for each destination, according to BOE (**Annex I, group 2**). For **transportation**, tickets (taxi, bus, etc.) must contain as much information as possible (e.g., date, time, holder, VAT number). In general, **the cheapest option should be prioritized** (public transport and tourist class).

The use of a **private vehicle** is exceptional, and circumstances must be justified in the service commission authorized by your institution. Gasoline expenses can only be reimbursed when the vehicle used is a rental. In case of private vehicle, the allowances corresponding to the mileage covered will be settled, according to BOE regulations, always on **UAB-destination-UAB routes**. If more kilometers of field work are carried out, the amount and the route must be indicated for reimbursement.

#### **DOCUMENTS TO BE PRESENTED AFTER THE TRIP**

It's mandatory to justify expenses and the process of the payment of the invoices.

Researchers must keep the **BOARDING PASSES** as proof of the trip. In the case of electronic documents, please send them via email as attachment.

Researchers must present a **CERTIFICATE OF ATTENDANCE** as proof to justify the expense related to participation in congress, course, conference, or workshop.

To simplify the collection of data and documents related to the trip, researchers have the possibility to fill out a Travel Settlement Form (**Ficha de liquidación de viajes**) and attach all tickets. Otherwise, a detailed email of the trip must be sent to [pr.mdm@uab.cat](mailto:pr.mdm@uab.cat).

The text should contain date and time of departure/return, destination, reason for the trip, days of maintenance to be paid, tickets, mileage, etc.

Keep in mind that the operations have an economic commission. Here the links to check the rates:

[Tarifes UBICO World 2 Meet, SLU](#)

[Tarifes IAG7 Viajes Integracion Agencia de Viajes SA](#)

[Tarifes VEI Viajes el Corte Ingles](#)