

## Refund procedure for scholarships useR! 2019

- 1) The payment of the scholarship will be made after the conference.
- 2) The amount refunded will be based on the expense proofs provided by the participant and limited to the amount initially awarded by the award committee.

Example: for an awarded grant of 2000€

- expense proofs: 1850€ → 1850€ will be donated to the fellow
- expense proofs: 2250€ → 2000€ will be donated to the fellow

3) Accepted proofs of expenditure:

- transport bills (planes, trains) accompanied by original tickets (boarding pass or screenshot)
- hosting bill in the name of the participant
- restoration invoice (meals only, excluding purchases of water bottles in supermarkets, coffee in a bar, etc.)
- local transportation bills (taxi, uber)

Warning: the bank card statements do not act as proof.

4) The fellow will be required to provide the following documents:

- form "2018 - Expenses claim form FFJL – Speakers-Visitors.xlsx" filled (sent to the fellow after his/her scholarship application has been accepted)
- original invoices accompanied by boarding passes
- bank account details