

How can a trip be organised?

- **Through travel agencies approved** by the URV (Halcón Viajes, Viajes El Corte Inglés and BMC Travel)¹
- **Directly through the company providing transport or accommodation** (for example: Iberia, Vueling, NH Hotel, etc.)¹

*Accommodation costs may not exceed the maximum permitted by the grant regulations.*²

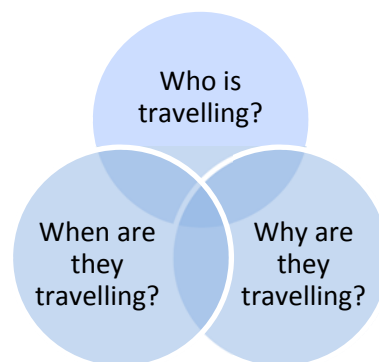


- **IT IS FORBIDDEN** to organise a trip or accommodation with non-approved travel agencies (Rumbo, Atrápalo, Booking, etc.). Exceptions may be made for conferences.¹

Who can travel and when?

- **Who can travel** → member of the research or working team.
- **Travel dates** → must fall during the project and may include the day before and the day after the intended activity.²
- → The principal researcher must authorise the expenditure.

The trip must be funded by the project.



A trip may be funded or not depending on who travels, when they are travelling and why they are travelling.

What documents must you present when you return?

- **Original invoices**² with the URV's tax information or original receipts (transport, accommodation, conference registration, if appropriate).

URV's tax information

UNIVERSITAT ROVIRA I VIRGILI
ESCORXADOR S/N
43003 TARRAGONA (SPAIN)
CIF ESQ9350003A

- **Boarding passes, original tickets or equivalent.**
- **Accrediting documentation relating to the activity.** For conference or course attendance, a **certificate of participation/attendance must be presented**³ Also valid:
 - o Poster or oral presentation featuring the project logo
 - o Minutes of meetings
 - o Any type of documentation accrediting attendance at a conference, meeting or similar activity.

[1] Travel agencies approved by the URV on 2018, which can change the following years. More information at <http://tramits.urv.cat:82/continguts/contractacio/compres/1-Portada/Inici.html>

[2] More information on UGAD website: http://www.urv.cat/universitat/unitats_administratives/UGAD/viatjar-projecte-recerca.html

[3] In the case of projects funded by the European Union or the National Plan, conference attendance must be for the purposes of publicising the results of the project in order to be eligible for expenses claims.

TRAVELLING FOR A RESEARCH PROJECT

- Which travel agencies may be used?
- What are the regulations governing accommodation?
- Who can travel?
- When is travel permitted?
- What authorisation is needed to travel?
- Which documentation must be presented on return?
 - Original invoices
 - Boarding passes, tickets or equivalent
 - Accrediting documentation relating to the activity
- What is the URV's tax information for issuing invoices?



www.urv.cat/universitat/unitats_administratives/UGAD

*For any questions, write to
ugad.sescelades@urv.cat
or speak to the relevant member of staff at
the UGAD*

www.urv.cat



TRAVELLING FOR A RESEARCH PROJECT

