

**Travel expenses: EBRAINS CoCreate Digital Brain Health
September 2nd, 2022**

The Danish Board of technology will reimburse your expenses for travel and accommodation up to 550 €. We can only reimburse travels on economy class (EU regulation). If you are hindered from traveling because of sickness or health related issues a medical certificate needs to be provided for travel reimbursement.

Rules of reimbursement

All **original receipts/ invoices** (from purchase of e.g. plane tickets, train tickets and accommodation) must be enclosed in the reimbursement form. Additionally, if you are traveling by plane your boarding pass must be enclosed as well.

We accept original electronic documents and tickets by email

or

if it is not possible to get electronic documents, the original documents and tickets can be scanned and sent by email.

No later than two weeks after completed journey, the filled in reimbursement form should be received by the Danish board of Technology.

Send the filled in reimbursement form and all required documentation to:

Name:

Organisation:

Email address:

We wish you a save and pleasant journey,
The Danish Board of Technology Foundation

