



CIMPA SUPPORT GUIDELINES CONDITIONS FOR CIMPA COURSES

You received a letter of acceptance concerning a request for CIMPA Courses which indicates the type of expenses that will be covered by CIMPA. Find below further details on these expenses and the instructions to follow to get reimbursed. Only expenses incurred will be reimbursed, no more than the amount indicated in the letter.

TRAVEL EXPENSES: This includes the transport expenses (economy flight, train, taxi, bus), the visas expenses, and for some countries the cost of vaccination and prophylactic treatment (yellow fever, malaria).

ACCOMODATION EXPENSES: This includes costs of housing (possibly half board).

INSTRUCTIONS FOR REIMBURSEMENT: In order to receive the reimbursement of the CIMPA financial support, after your return home you must send by email (to admin@cimpa.info) the following documents:

- The report in pdf format (file REPORT.pdf),
- The completed CIMPA BANK INFORMATION FORM
- A copy of your ID,
- A certification of non-payment by your institution,
- The electronic versions or scans of purchase invoices of transport tickets,
- The electronic versions or scans of boarding passes,
- The electronic versions or scans of accomodation invoices,

and send all the original documents (invoices, boarding passes, certificates of non-payment) by registered email to:

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