



S-Cube Mobility Programme - REIMBURSEMENT PROCEDURE

In order to claim the reimbursement of your mobility expenses, please find hereunder the procedure to apply.
Please read it carefully: **it has been updated** in order to improve its efficiency. As you will see, **your institution shall not be involved at all** in the process anymore. Hoping it will facilitate your mobility in the framework of the project, **please do not hesitate to contact me if you have any question, I will be happy to help.**

Please **choose one of the following options:**

1. Either **you prefer to buy both travel ticket and accommodation by your own**
⇒ Then **we will refund you immediately after reception of your reimbursement claim.**

Please pay attention to collect the following documents during your stay:

- Original travel document
- Original boarding passes
- Original hotel invoice
- Original public transport tickets
- Any original "food and beverage" invoice you want to be reimbursed for

Then send them all together, with

- the attached "reimbursement form" duly filled and signed
- the attached "banking information" duly filled and signed as well
- the attached "declaration on honour" certifying that you haven't been already reimbursed for this travel (by your institution or whatever else)

At the following address

*Lyon Ingénierie Projets
Cécile LE DUC
L'ATRIUM – B.P. 32009
43 Boulevard du 11 novembre 1918
F- 69616 Villeurbanne*

2. Or **you prefer that we pay directly the travel tickets and accommodation you will have previously selected,**
⇒ Then just **send an email to cecile.leduc@lyoningenierie.fr** with your detailed travel selection and we will proceed to both booking and payment before your departure.

IN BOTH CASES don't forget that in return, you are expected to **provide us with a report two weeks after the end of the stay.**

⇒ Please find attached the appropriate template to fill in.

Looking forward to hearing from you,
Best wishes

Cécile LE DUC
Project Manager
Lyon Ingénierie Projets

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