

TRAVEL REIMBURSEMENT GUIDELINES
SEMINAR FELLOWS
from 1st January 2016

Country	Information about reimbursement in Salzburg	Max. reimbursement
Albania	Fellows should make their own travel arrangements	€ 300
Armenia	Fellows should make their own travel arrangements	€ 400
Azerbaijan	Fellows should make their own travel arrangements	€ 500
Belarus	Salzburg OMI Travel Administration Team books ticket with AUA	€ 0
Bosnia and Herzegovina	Fellows should make their own travel arrangements	€ 200
Bulgaria	Fellows should make their own travel arrangements	€ 300
Croatia	No travel reimbursement	€ 0
Czech Republic	No travel reimbursement	€ 0
Estonia	Fellows should make their own travel arrangements	€ 300
Georgia	Fellows should make their own travel arrangements	€ 400
Hungary	No travel reimbursement	€ 0
Kazakhstan (Almaty)	OMI Local Coordinator books and covers the ticket	€ 650
Kazakhstan (Astana)	Fellows should make their own travel arrangements	€ 650
Kosovo	OMI Local Coordinator books and covers the ticket	€ 0
Kyrgyzstan	OMI Local Coordinator books and covers the ticket	€ 650
Latvia	Fellows should make their own travel arrangements	€ 300
Lithuania	Fellows should make their own travel arrangements	€ 300
Macedonia	Fellows should make their own travel arrangements	€ 300
Mexico	Ticket is booked and covered locally - AMSA	€ 0
Moldova	Fellows should make their own travel arrangements	€ 300
Mongolia	OMI Local Coordinator books and covers the ticket	€ 650
Montenegro	Fellows should make their own travel arrangements	€ 300
Romania East (Bucharest, Constanta, Iasi, Sibiu, etc)	Fellows should make their own travel arrangements	€ 200
Romania West (Timisoara, Arad, Cluj)	No travel reimbursement	€ 0
Russia (Moscow)	Salzburg OMI Travel Administration Team books ticket with AUA	€ 0
Serbia	Fellows should make their own travel arrangements	€ 200
Slovakia	No travel reimbursement	€ 0
Slovenia	No travel reimbursement	€ 0
Tajikistan	Fellows should make their own travel arrangements	€ 650
Ukraine East (Kiev)	Salzburg OMI Travel Administration Team books ticket with AUA	€ 0
Ukraine West (Lviv)	Fellows should make their own travel arrangements	€ 200
Uzbekistan	Fellows should make their own travel arrangements	€ 600
Other European countries	No travel reimbursement	

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Tanzania	Salzburg OMI Travel Administration Team books and covers the airline ticket from Dar es Salaam to Munich and ground transportation from Munich to Salzburg via an airport shuttle. If the fellow does not take the shuttle he/she will NOT be reimbursed. In-country travel to Dar es Salaam and visa expenses (fees, hotel, etc.) are covered up to a maximum of €150 and will be reimbursed upon arrival in Salzburg. Schengen visas for Tanzanians: please submit all the required documents to Ms. Ragini Borhara at ragini.borhara@diplobel.fed.be at the Belgian embassy in Dar es Salaam at least one month before travelling. Your visa will be issued on the day you come to the Embassy. Please also contact your local coordinator for further information http://www.aaf-online.org/index.php/local-coordinators.html .	
Africa and other parts of the world	Travel stipends will be awarded on a case-by-case basis subject to approval by Salzburg OMI Travel Administration Team. Requests should be directed to smsi@openmedicalinstitute.org	case-by-case

Travel by car will be reimbursed at € 8 per 100 km up to a maximum of the reimbursement amount for the countries with travel reimbursement upon arrival in Salzburg.

All fellows must pay In-country travel and ground transportation in Austria themselves. There is no reimbursement.

IMPORTANT: for travel reimbursement please submit all ORIGINAL receipts at the reception desk upon your arrival.

**ALL FELOWS BOOKING THEIR OWN FLIGHTS SHOULD SEND THE TRAVEL ITINERARY TO
smsi@openmedicalinstitute.org**