

Call 43

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Autumn school 'Theory and practice of programme evaluation: evidence from regression discontinuity design based methods'

Luxembourg Institute of Socio-Economic Research (LISER),
9-10 November 2016

Financial information

1. Registration fee

Attendance at the autumn school is free-of-charge.

2. Travel costs

LISER will reimburse travel costs up to a maximum of 300 euros. For travel costs exceeding this amount, prior approval of LISER is needed.

Air Travel

In all cases, only economy airfares will be reimbursed except in very special circumstances and only with prior approval. First class, business class and premium economy tickets will be reimbursed at the level of the economy fare.

In order to be reimbursed for your flight, you must include a printed itinerary showing the paid airfare/or original invoice and your boarding passes.

Rail Travel

Participants electing to travel by train must take advantage of early booking fares where this is cheaper than purchasing tickets near to departure. Reimbursement is made for second-class travel only.

Car Travel

LISER does not reimburse car rental. Participants choosing to travel to the expert meeting in their own car may claim reimbursement. They will be reimbursed up to the price of a second-class rail fare from the railway station closest to their home to the autumn school venue.



European policy-oriented research can and must deliver useful contributions to tackle the EU2020 challenges of Inclusive Growth. Key tools in this social science research are all types of data: earnings statistics, administrative social data, labour market data, surveys on quality of life or working conditions, policy indicators. The project aims to integrate and optimise these existing European data infrastructures and accompanying expertise.

3. Accommodation and per diem

Accommodation costs (including breakfast) will be reimbursed only upon presentation of a hotel invoice; reimbursement will be limited to maximum 100 euros per night.

The number of nights that may be reimbursed is equal to maximum the number of nights spent between the 8th and 11th November, i.e. maximum three nights (only if evidenced by the signed attendance list). Except if agreed beforehand, reimbursement will only be made to participants attending all two training days.

Additional nights or additional costs incurred for bringing a partner will not be reimbursed.

4. Refreshments and lunches during the meeting

Refreshments and lunches will be provided during the autumn school.

5. Getting to the venue

Information on how to get to the venue by public transport will be provided closer to the meeting date (this information can also be found on LISER's website).

6. Submitting a cost claim

For your reimbursement, we can proceed in two ways:

- Reimbursement to be made to your organisation: your organisation should send an invoice to LISER. The invoice will have to mention the full name and address of your organisation as well as its VAT number. It will have to be accompanied with the evidence described above for travel and accommodation costs (please do not forget to attach boarding passes). The invoice should also mention the VAT number of LISER (LU20829030).
- Reimbursement to be made to your personal bank account: you have to complete and sign an 'expense claim form'. This form will be sent to you by email as soon as the meeting has taken place. Please complete the form as soon as possible and return it (preferably via email) to LISER with (scans of) ticket stubs.

We need to submit final accounts to the European Commission within very strict deadlines. So, we need your help in meeting these deadlines and ask that you submit your claim within one month of the meeting (or by the deadline indicated in the meeting material if this is different). After this date, we will not be able to reimburse you.

We cannot process Euro bank transfers without a valid International Bank Account Number (IBAN) and Bank Identifier Code (BIC) or SWIFT number and omitting them will cause delays in the reimbursement process. This applies equally whether reimbursement is made through your organisation or to you directly.

If your claim requires a currency conversion, LISER will use the exchange rate on the first day of the conference as used by the EC.

7. Trip cancellation

In the event that a participant has booked his/her travel arrangements and hotel accommodation and then is subsequently unable to attend the autumn school, accommodation and travel costs cannot be claimed to the meeting organisers. The same applies in case of a change in itinerary for any reason.