**TRAVEL** 

**AND REIMBURSEMENT**

**GUIDELINES**

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| **Country Travel Arrangements and Reimbursement Maximum 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** | Fellows should make their own travel arrangements. | € 400 |
| **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** | Fellows should make their own travel arrangements. | € 700 |
| **Kosovo** | Fellows should make their own travel arrangements. | € 200 |
| **Kyrgyzstan** | OMI Local Coordinator books and covers the tickets. | € 700 |
| **Latvia** | Fellows should make their own travel arrangements. | € 300 |
| **Lithuania** | Fellows should make their own travel arrangements. | € 300 |
| **Mexico** | AMSA books and covers the tickets. | - |
| **Moldova** | Fellows should make their own travel arrangements. | € 300 |
| **Mongolia** | OMI Local Coordinator books and covers the tickets. | € 800 |
| **Montenegro** | Fellows should make their own travel arrangements. | € 300 |
| **North Macedonia** | Fellows should make their own travel arrangements. | € 300 |
| **Romania** | Fellows should make their own travel arrangements. | € 200 |
| **Russian Federation** | Fellows should make their own travel arrangements. | € 400 |
| **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. | € 700 |

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| **Ukraine** Fellows should make their own travel arrangements. € 400 | | |
| **Uzbekistan** | Fellows should make their own travel arrangements. | € 700 |
| **Other European Countries** | No travel reimbursement. | € 0 |
| **Tanzania** | OMI Salzburg books and covers the airline tickets from Dar es Salaam to Munich and ground transportation from Munich to Schloss Arenberg via airport shuttle. If the fellow does not take the shuttle s/he 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 visa for Tanzanians: Please submit all the required documents to Ms. Ragini Borhara (ragini.borhara@diplobel.fed.be) at the Royal Belgian Embassy in Dar es Salaam at least one month before traveling. Please also contact your local coordinator for further information. | - |
| **Rest of Africa and Other Parts of the World** | Travel grants will be awarded on a case-by-case basis subject to approval by OMI Salzburg. Requests should be directed to  seminars@openmedicalinstitute.org. | case-by-case |

**Travel by car:** Fellows from countries which are applicable for reimbursement will receive mileage of € 8 per 100km up to the maximum reimbursement sum if traveling by car.

Please submit all **original receipts** to seminars@openmedicalinstitute.org or to the reception clerk upon your arrival. Likewise, please share your itinerary as soon as it is fixed!

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