LabEx TULIP
« Visiting Scientist »

accomodation procedure - 2023

This document is a guide for people who received from the TULIP LabEx the agreement to welcome a foreign scientist in one of the TULIP laboratories, within the framework of the "Visiting Scientist" call. Do not hesitate to contact the TULIP staff for more information.

# Before the Visiting Scientist (VS) arrival

## Plan the Visit :

**Contact the TULIP project manager** (tulip-adm@inrae.fr) to confirm the VS arrival and departure dates at least 31 days in advance. Without this period, there will be no guarantee of reimbursement

**Inform the welcoming lab Director and their HR manager of the visit**, as Directors are responsible for the visit (= > in case of travel during the stay, the VS needs a mission order signed by the Lab Director).
The VS invitation will only be valid after an email from the HR manager of the lab to confirm it is feasible. Without this confirmation, there will be no reimbursement.

For the visit period, **the VS will supply letter stating they are not receiving other funding for the visit** from his/her usual employer, and send it by email before arrival.

The welcoming lab will advance the costs and the TULIP Project Manager will arrange reimbursement through a contract.

## Communication

The Visiting Scientist presence should lead to several seminars, courses, round tables or meetings depending on the goals and visit duration. The IS and VS have to contact the TULIP Communication officer (antoine.chehere@inrae.fr) and supply:

* A small presentation text of the visiting scientist and their work
* A description of the motivation of the visit
* A photography (please don’t forget the copyright)
* A signed image right form (ask us for form)

## Transport and accommodation

### Transport:

To get the cheapest prices, please **provide the welcoming lab administrative service and the TULIP Project Manager with a copy of the VS passport** and dates and times for travel at least **2 months in advance**.

TULIP covers expenses of **a single round-trip travel**, plus the stay at the indicated rate below, and scientific animation at the scale of TULIP.

In the case you would like to buy tickets by yourself, we inform you that the reimbursement terms are very long and **cannot be guaranteed.**

### Accommodation:

For stays shorter than 2 weeks: accommodation can be paid for by TULIP directly.

For longer stays: the IS must contact their lab Human Ressources manager (TULIP can help but won’t be in charge).

The lab administrative service will book accommodation for the VS according to the institute procurement contract. If this is not possible, the VS will cover all expenses and will be reimbursed by bank transfer after presenting the receipts for the period of accommodation**. Rates are a maximum of 90 € / day** for accommodation.

### Meals:

The VS will advance their food costs. TULIP can reimburse up to**17.50€ per meal, 2 meals per day**.

This put the maximum reimbursable charge including lodging at a maximum of **125€ per day** or **3 750 € / month**.

To be reimbursed, the VS will need to present receipts with items clearly identifiable (not just credit card receipts with the amount charged).

# Upon arrival :

 • Provide the original of the mission letter

• Check that all files are complete (copy of passport, bank references form…).

# Frequently asked questions

**Can I get a formal letter of invitation for my current employer?**

Yes, please get in touch with the LabEx TULIP Bureau to detail what information your current employer needs to approve your visit.

**Is it possible to use an Airbnb booking as accommodation?**

It is possible but very complicated :

*"Obligation to book via the market platform.*

*As a last resort, if justified by the interests of the service, and with the prior agreement of the unit director, the use of rental services between private individuals via a platform ( for example, Airbnb) is authorised under the following conditions:*

* *No hotel in the vicinity, with proof of market failure;*
* *Production before departure of a certificate on honour from the owner of the accommodation certifying that the accommodation meets "regulatory safety standards" (presence of a smoke detector, electricity, etc.);*
* *Production before departure of a certificate of civil liability insurance, requested by the agent from the owner*

*The agent will be reimbursed at actual costs, subject to a ceiling, on presentation of receipts for the costs incurred."*

**Is it possible to use the TULIP funding to rent a car?**

TULIP has to go through a special portal to rent cars but it is possible. Please contact the TULIP project manager to get more details. In all cases, spending used to rent a car must fall within in the maximum reimbursable amount (i.e. maximum per day 125€ including all expenses).

**If different institutions have different conditions of reimbursement, what will be taken into account?**

**INRAE rules will be the determining factors.**

**When a Visiting Scientist has to travel between TULIP sites, who has to pay?**

The lab welcoming the visiting scientist is in charge of this.

**Is it possible to reimburse COVID testing?**

Per order of the French government, COVID testing is not reimbursable.

**Are paper invoices mandatory to get reimbursed or can I present it in electronic form?**

Please send all invoices in electronic format.

**Can TULIP reimburse tickets to and from a different place than the Visiting Scientist living location closest airport?**

Yes

**Is it possible to rent a space big enough so that the Visiting Scientist can live with their family?**

Yes but the daily accomodation expenses are still limited to a maximum of 90€ per day (2700€ / month). (Meal expenses are not included in this amount)

**Is there a limit to the amount reimbursable per meal?**

The maximum reimbursable amount per meal is 17€50.

**Is it possible to reimburse grocery shopping ?**

It is possible to cover grocery shopping for food in place of lunch or dinner. The maximum reimbursable amount still applies though.

**What is the expected proof of expenses for a restaurant meal ?**

An itemized ticket or invoice, the credit / debit card may not show what has been purchased and thus, does not qualify as an adequate proof.

**Is it possible to use another source of funding to cover expenses during the TULIP Visiting Scientist mission?**

Yes but to pay different expenses than those covered by the TULIP funding.

**Whose name should appear on the proof of expenses ?**

The name of the Visiting Scientist, not the employer’s name.

# INRA-Labex Tulip Centre de Toulouse

## BANKING INFORMATION NECESSARY TO CARRY OUT INTERNATIONAL TRANSFERS

## To obtain a fast and protected payment, please indicate:

Nom de la banque (bank name) :

Code bancaire (bank code) :

Adresse de l’agence bancaire (bank adress) Pays (country) :

Code SWIFT (code BIC) (bank international code) :

N° compte bancaire international IBAN (international bank account number) :

N° de compte (account number) :

Le nom du bénéficaire (name of beneficiary) :

Adresse du bénéficiaire (adress of beneficiary) :

Pays (country) :

# Form about rights of the pictures taken during the Visiting Scientist visit duration.

**Authorisation for image rights and personal data processing**I

NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Born on : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Done at ......., on .....

*The signature must be preceded by the words "read and approved - good for agreement".*