

## Visitors at the IT University of Copenhagen: Rules for reimbursement of costs

The following describes the costs ITU covers when you have visitors from abroad that do not receive a salary from ITU:

- **Hotel:** This is normally paid directly (the hotel sends the bill to ITU). See the maximum hotel cost covered in the Copenhagen area on this page: <https://en.itu.dk/about-itu/invoicing> (Under the headline “Statutory”, the document titled “Circular on Business Travel Rates”. The document is in Danish).
- **Flight + reasonably cheap transport in home country to and from airport:** The flight ticket should be the cheapest possible. ITU can buy the ticket and send it, but the easiest – and most often also the cheapest – is to let the visitor buy the ticket in his/her home country. The visitor sends the original ticket to us (the administrative officer) upon return and ITU transfers the amount to the visitor’s bank account.
- In addition to this, we can choose either to reimburse **meals and local transport** (restaurant/café and bus/taxi – receipts are needed) or pay **allowances**. See the rate for allowances in “Circular on Business Travel Rates” on this page: <https://en.itu.dk/about-itu/invoicing> (the document is in Danish).  
When receiving allowances, the visitor should state the number of paid meals received during the stay (e.g. if taken out to lunch paid by the ITU), as the allowance has to be adjusted accordingly.  
The amount for either reimbursements or allowances is transferred, together with the money for the flight ticket, to the visitor’s account.

### **Practicalities:**

Visitors should fill in a **reimbursement form** during their stay at the ITU. The administrative officer will forward the form to the accounting dept. as soon as the original flight ticket is received. The reimbursement form can be found on this page: <https://en.itu.dk/about-itu/invoicing>,