

1 APPLICANT

Last Name:	
First Name	
Patronymic	
Academic Title:	
Date of Birth:	
Citizenship:	
Passport Number:	
Institution:	
City:	
Country:	
Position / Business title / Field of Expertise:	
Email Address:	
Work Phone:	
Cell Phone:	

2 RELATION TO ISTC PROJECT ACTIVITIES

Participation in any ongoing ISTC project – Project No *	
Follow-on activities on the completed ISTC project(s) – Project No *	
Registered ISTC proposal under consideration – Project No *	
Initiating new ISTC proposal(s) (Y/N) *	

*) please explain it (if any) in detail within item 3

3 PURPOSE OF THE TRIP / JUSTIFICATION

4 SCHEDULE OF ACTIVITIES

Places of Destination (Country / City)	Entry exempt from visa requirement	Existing valid visa	Visa application to be made

	Date	from	to
Departure			
Return			

Organizations to be visited:

- _____

- _____

- _____

Conference to be attended (if any):

Title of conference	
Time period	
Location	

- Conference information is attached
- (Abstract of) presentation is attached

5 COST ESTIMATE

Specification of Expenses	Requested Sum (USD)	Allotted Sum (USD)
TOTAL:		

Have you received or requested funds for this travel from any other institutions?
 If YES, from which one(s):

NO	YES
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- _____
 - _____


6 SUPPORTING / CONCURRENCE INFORMATION

- Invitation letter from hosting organization attached
- Institute's authority request attached (for non-project specific trips)

Signing this application form the applicant validates that he has reviewed the attachment and has given his consent to the rules.

In addition, the final payment for incurred travel cost will be made based on submission of all required receipts and the report with other documents and pictures from the event.

Applicant's Signature / Date

 to fill in this PDF-document open menu "Tools" and then choose "Fill & Sign"

ATTACHMENT

NOTES TO THE APPLICANT

The scope of this travel application form are travels supported by ISTC Supplementary Budgets (SB).

Application form

1. As a rule, ISTC reimburses:
 - Economy class air travel, second class train travel outside Kazakhstan/CIS/Georgia, first class train travel within Kazakhstan/CIS/Georgia and first class train travel for overnight trains;
 - Lodging on the basis of hotel receipts, with a ceiling as set by the ISTC “Per Diem Rates”;
 - Meals and other small daily expenses on a flat rate basis, subject to the limits in the “Per Diem Rates”;
 - Travel Insurance covering medical needs;
 - Visa fees;
 - Registration fees.
2. The applicant has the responsibility to ensure that the amounts on the Application form submitted for approval are actual, realistic and accurate.
3. The applicant has to submit the Application form with all documents necessary for the cost estimate (item 5 of Application form)
4. ISTC reimburses travel days with following limitations.
 - 4.1 Travelers who choose to arrive their city of destination for any reason for more than 24 hours **prior to the opening** of official events requiring their participation, shall be required to pay for their own hotel accommodation and shall not receive per diem for these additional days of their stay in the remote location.
 - 4.2 Travelers who choose to remain in their city of destination for any reason for more than 24 hours **beyond the conclusion** of official events requiring their participation, shall be required to pay for their own hotel accommodation and shall not receive per diem for these additional days of their stay in the remote location.
 - 4.3 Any exceptions to these rules must be justified by the traveler and approved in advance through the Application form
 - 4.4 If the departure from an airport/train station is prior to 15:00 and the time of arrival upon return is after 15:00, as indicated on the original travel tickets, the day of departure and the day of arrival will **each** be considered **as one travel day**.
 - 4.5 If the departure from an airport/train station is after 15:00 or the time of arrival upon return is before 15:00, as indicated on the original travel tickets, the day of departure and the day of arrival **together** will be considered **as one travel day**.

- 5.1 Per diem rates include a “lodging” and a “meals” component.
Per diem rates are available on the ISTC database and website <http://www.istc.int/en/travel>.
They are established and subject to periodical review by ISTC.
- 5.2 Pro rata reductions will be made to a traveler’s per diem rate reimbursement, taking into account the actual expenditure made, as frequently as possible, according to the following percentages:
breakfast: 15%,
lunch: 25%;
dinner: 40%,
miscellaneous expenses: 20%.
- 5.3 All travelers participating in special events, such as meetings and conferences, that include free meals shall have their per diem rate reduced pro rata according to the following percentages:
breakfast: 15%,
lunch: 25%;
dinner: 40%.

After the travel grant application was approved by the ISTC

6. The traveler has to submit a **travel voucher** (in accordance with the ISTC travel voucher form).
7. There are **two (!) areas** in the travel voucher form to enter the estimated costs:
- 7.1 **(1) Advance to be Paid to the Traveler:**
If the traveler enters the amount for any cost type in a field of area (1) **the traveler** has to **pay** for this cost type (ticket, hotel etc.) **by himself**.
The traveler has to provide his **Bank account** details to the ISTC.
Nevertheless the traveler pays for the costs by himself, he has to submit copies of invoices, tickets etc., which enable the ISTC to calculate the amount of advance payment.
Under the ISTC rules the traveler will receive 80 % of the amount not earlier than two weeks before starting the travel - after the settlement ISTC will reimburse the remaining amount.
- 7.2 **(2) Additional Costs to be Incurred Through ISTC:**
If the traveler enters the amount for any cost type in a field of area (2) ISTC will transfer the amount directly to the recipient.
In this case the traveler should submit together with the travel voucher all necessary **invoices**.

8. The approval of the Application form by the ISTC means that the **Total Amount** in accordance with the cost estimate is the **Limit for all Payments** by ISTC.
Higher funds are not approved, unacknowledged to the total amount indicated in the travel voucher.
9. If during the travel preparation any situation arise whereby the total costs become higher than the approved amount, a modified Application form is to submit by the traveler and again reviewed for approval by ISTC.

ISTC promotion during the event

- 10.1 If results were achieved within the framework of an ISTC funded project it should be emphasized in Abstracts, Presentations, Poster and others.
- 10.2 A **note** like following or similar is required:
The results were achieved within the Project (No) “(name of the project)”, funded by the International Science and Technology Center ISTC and supported by (names and institutions of all collaborators of that ISTC project)
- 10.3

ISTC logo

“ISTC funded” logo (to be designed)



- in an abstract the note is mandatory after title and authors
- in a presentation the note and additional the ISTC logo or “ISTC funded” logo are mandatory on the first (title) slide.
- on a poster the ISTC logo or “ISTC funded” logo is mandatory on the top of poster.

After the event the traveler has to submit to the ISTC:

11. copies of all invoices/receipts, which were not yet submitted during the travel preparation,
12. a travel report (in accordance with the ISTC travel report template),
13. other event information like Conference abstracts, PowerPoint presentations etc.

14. a short report in English and Russian with photos, to be published on the ISTC website:
Narratives must be presented in the following format:
- Date
 - Place
 - Name of the event
 - Description – up to 500 words.
- Photos should be of good quality and have:
- Name(s) of person(s) in photos
 - Work place and position title(s)
15. All documents have to be submitted to the ISTC within **7 working days** after finishing of the event.
16. In addition, the final payment for incurred travel cost will be made based on submission of all required receipts and the report with other documents and pictures from the event.

Requirements to invoices/receipts:

17. Invoices have to contain
- Invoice number,
 - Date,
 - Name and Address of the beneficiary,
 - Name of the traveler,
 - Description of rendered services,
 - Total amount,
 - Signature and Stamp.
18. In cases if ISTC should transfer an amount to the beneficiary invoices have to contain also all necessary **Bank Account** details of the beneficiary.
19. Invoices for hotel accommodation have to contain additionally an information whether breakfast is included in the accommodation price.
20. Invoices for registration fees should contain an information whether in the services by the event organizer is included any lunch or/and dinner. If such an information is not indicated in the invoice, the traveler has to submit additional documents (e.g. agenda of the event) which contain that requested information.
21. For the travel preparation or the settlement of travel it is sufficient to submit **copies** of all invoices/receipts to the ISTC.
- But the traveler is liable to keep the origin invoices/receipts for 5 years. Within this time period the ISTC has the right to claim the delivery of origin documents.