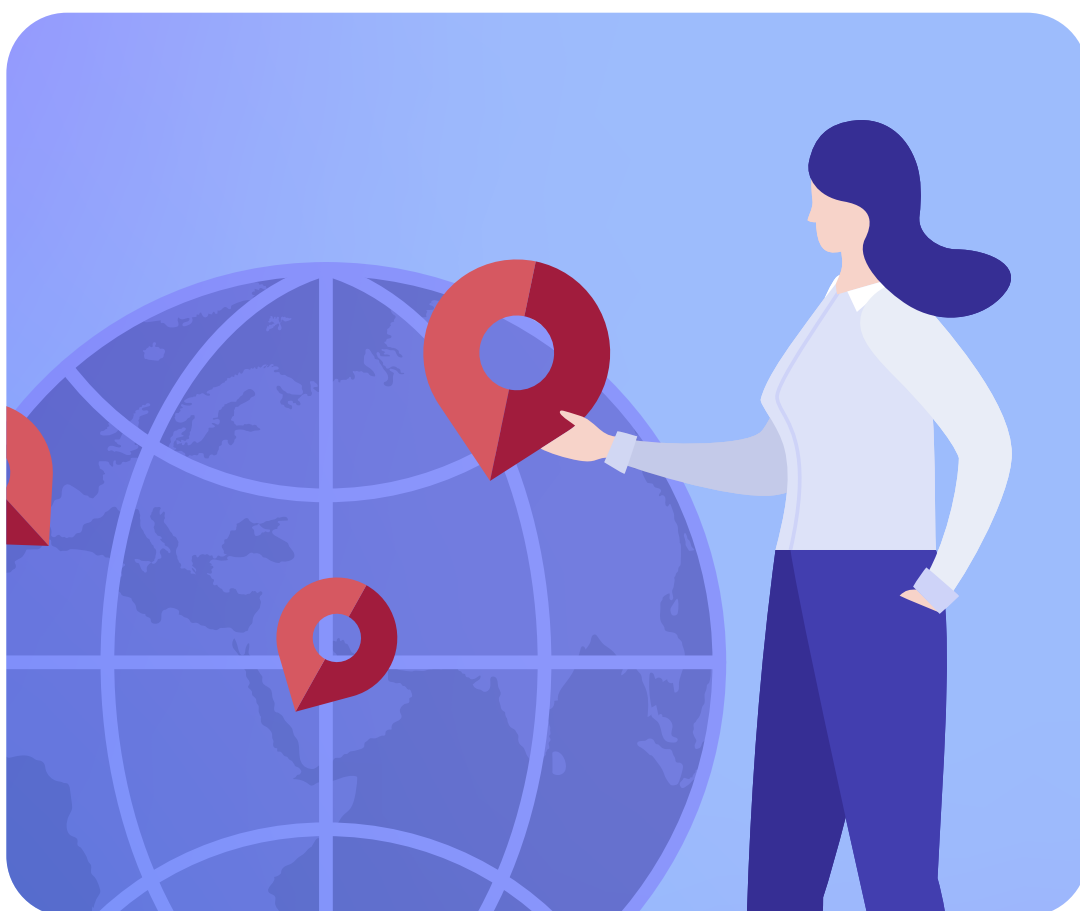


Travel allowance for international guests

invited to the
University of Seville





Travel allowance: what to expect

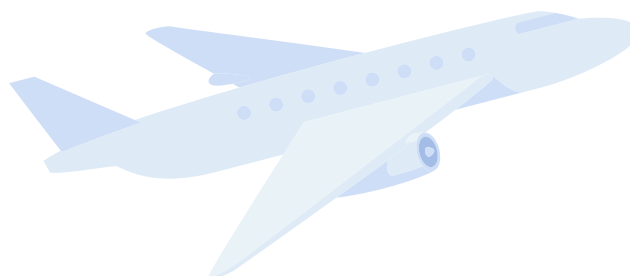
If you've been invited to participate in an academic or research activity at the University of Seville, you may receive a travel allowance to cover your transport, hotel and meals during your stay.

The allowance is managed by the team that invited you, and you'll be reimbursed after the activity, once the necessary documents are submitted.

What can be reimbursed?

- **Transport** (flight/train/bus) in economy class, from your home city to Seville.
- **Accommodation** in Seville:
 - Up to **€130 per night**
- **Meals per day:**
 - Full day: **€53.34**
 - One main meal: **€23.67**
 - Without overnight stay: **€26.67**
- **Local transport** (taxi, metro, bus) and **tolls**, if justified and supported by an invoice.

Please note: if your expenses exceed these limits, the difference will not be reimbursed.





What you must send to your university contact

As soon as possible, send the following:

1. Personal information:

- Full name
- Passport number or national ID
- Your full **home address** (for official records)

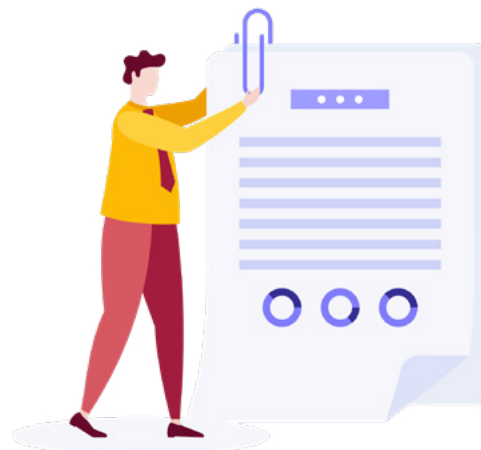
2. Bank details:

- Account holder's name (must match your ID)
- **IBAN** (International Bank Account Number)
- **SWIFT/BIC code**
- Name of your bank
- Bank address

3. Invoices (if you book any services yourself):

- Must include your full name
- Must include the provider's tax details (name, address, VAT or tax ID)
- PDF format is preferred

4. Certificate of attendance or proof that you took part in the activity (your host may provide this)



How to manage your travel

→ **Ideally**, your travel and hotel should be arranged by the University of Seville through its official travel agencies.

→ If not possible, and **you book it yourself**, please:

- Inform your university contact **before** making any purchase
- Use **reasonable prices**
- Make sure you get full invoices, not just tickets or receipts



Travel allowance for international guests

Gerencia. Universidad de Sevilla

