

# NanoBio4Can: Travel Allowance Policy and Guidelines

**Call:** HORIZON-MSCA-2022-COFUND-01

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**Project Title:** Nanobiotechnologies for Innovative Therapeutic Approaches for Cancer

**Project Acronym:** NanoBio4Can

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**TUBITAK project ID:** 123C460

**Fellowship Duration:** Max 24 months/Fellow

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**Overall Project Duration:** 60 Months



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## Table of Contents

NanoBio4Can: Travel Allowance Policy and Guidelines .....	1
Acknowledgement Requirement: Mandatory .....	3
1 Domestic Travel .....	4
1.1 Eligible Expenses .....	4
1.2 Invoice Requirements: Mandatory .....	4
1.3 Required Documents and Invoices.....	5
1.4 Checklist.....	5
1.5 Example Calculation – Domestic.....	5
2 International Travel.....	6
2.1 Eligible Expenses .....	6
2.2 Invoice Requirements: Mandatory .....	7
2.3 Required Documents and Invoices.....	7
2.4 Checklist.....	7
2.5 Example Calculations – International .....	8
3 Daily Allowance Rates Table for International Travel.....	10
4 Frequently Asked Questions .....	11
5 Declaration of Generative AI and AI-assisted Technologies in the Writing Process.....	12
6 Version History.....	13
7 References .....	13

## Acknowledgement Requirement: Mandatory

All publications, conference abstracts, proceedings, and similar project outputs **must** include the following acknowledgement.

**No** payment/reimbursement will be made for scientific outputs without the inclusion of the following acknowledgement statement:

“This publication was created by benefiting from the 2236-B Marie Skłodowska-Curie Actions (MSCA) Cofund Scholarship Programs Contribution Fund Program (TUBITAK project ID: 123C460) and Horizon Europe MSCA Cofund Postdoctoral Program (EU project ID: 101126492). Views and opinions expressed are, however, those of the author(s) only and do not necessarily reflect those of the European Union or TUBITAK. Neither the European Union nor the granting authority can be held responsible for them.”

### Contact People

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## 1 Domestic Travel

Before You Travel:

- **Official Assignment Letter:** Must be prepared by your host institution.
- **TÜBİTAK Notification:** Full text or abstract must be submitted to SUNUM for TÜBİTAK approval at least 15 days before the event.
- **Budget Check:** Expenses are covered only from the Research, Training & Networking budget.
- **Daily Allowance Rate:** 686 TL/day (2025).

### 1.1 Eligible Expenses

The daily allowance is paid in full as a lump sum, without receipts. Accommodation and transport are reimbursed separately based on invoices, subject to official rules and upper limits. A domestic daily allowance is paid as a lump sum to cover meals, local transportation, and other relevant expenses.

Expense Type	Domestic
Daily Allowance	686 TL/day
Accommodation	Up to 2× daily allowance (with invoice)
Transport	Full payment (Economy class flight, bus, train) (with invoice)
Event Fee	Full payment (with invoice)
Limit	15 days maximum (see also other relevant conditions)

### 1.2 Invoice Requirements: Mandatory

#### Institutional Information to be added:

**Recipient/Name:** Sabancı University Nanotechnology Research and Application Centre (SUNUM) **or** Sabancı University SUNUM

**Address:** Orta Mah., No:27/1, 34956, İstanbul, Türkiye

**Tax No:** 7360955929

#### Project Information to be added:

**Project Title:** Nanobiotechnologies for Innovative Therapeutic Approaches for Cancer **or** NanoBio4Can

**EU Project No/Grant ID:** 101126492

**TÜBİTAK Project No/Grant ID:** 123C460

**Additional Documents (if applicable):** Tax Residence Certificate for foreign suppliers, VAT exemption certificate for domestic purchases.

### 1.3 Required Documents and Invoices

- Should be delivered to the host institution within a maximum of 7 days after the end of the trip
- Hotel invoice (Invoices must show daily rates, location, and dates)
- Flight ticket + boarding passes + invoice
- Conference fee payment receipt (Credit card statement)
- Conference fee invoice
- Conference invitation/registration proof/Participation certificate/badge

### 1.4 Checklist

- **Acknowledgement in abstract** ☒ (No payment without it)
- Official assignment letter
- SUNUM notification ( $\geq 15$  days before)
- Invoices issued with the required information
- All documents collected and delivered to the office after a maximum of 7 days

### 1.5 Example Calculation – Domestic

**Istanbul → Ankara, 4-Day Event (full-time participation), with Accommodation**

Step	Description	Formula / Data	Amount (TL)
1	Daily allowance	686/day	686
2	Total daily allowance (4 days)	$686 \times 4$	<b>2,744</b>
3	Max accommodation limit per night	$686 \times 2 = 1,372/\text{night}$	1,372
4	Actual hotel invoice	$1,200 \times 4 \text{ nights}$	<b>4,800</b>
5	Transport	Return flight, bus, train (economy)	<b>2,500</b>
6	<b>Total reimbursement</b>	$2,744 + 4,800 + 2,500$	<b>10,044</b>

**Notes:**

- Allowance is limited by the number of approved event days. If the event is 4 days long, and you plan to attend all of them (considering it as 4 days), if the event is 4 days long and you will be staying for less than that, for example, 2 days (you should consider it as 2 days). In short, the time you spend at the event will be considered for per diem payment, rather than the event dates.
- Increased Daily Allowance applies only for the first 10 days, and the standard base allowance applies afterward.

Step	Description	Formula / Data	Amount (TL)
	<ul style="list-style-type: none"> <li>If no hotel invoice: only daily allowance + transport will be paid.</li> <li>If invoice &gt; accommodation limit: reimbursement is capped at the limit.</li> <li>All foreign currency amounts will be converted to TL using the TCMB's effective selling rate on the payment date. For payment purposes, amounts may be rounded to two decimal places in TL after currency conversion.</li> </ul>		

## 2 International Travel

### Before You Travel

- **Official Assignment Letter:** Must be prepared by your host institution.
- **SUNUM Notification (Mandatory):** Full text or abstract must be submitted via SUNUM to TÜBİTAK at least 15 days before the event.
- **Budget Check:** Expenses are covered only from the Research, Training & Networking budget.
- **Daily Allowance Rate:** Check the country-specific rate from the Table at the end of the document

### 2.1 Eligible Expenses

The daily allowance is paid in full as a lump sum, without receipts. Partial accommodation and full transportation are reimbursed separately, based on specific rules, invoices, and subject to official limits.

Expense Type	International
<b>Daily Allowance</b>	Country-specific € rate (see the table at the end of the document). For the first 10 days of travel abroad, the official daily allowance is increased by 50% (×1.5). This is referred to as the increased daily allowance.
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>• In VII-column countries, the maximum daily accommodation reimbursement is 70% of the increased daily allowance.</li> <li>• The first 40% of the increased daily allowance is considered to cover accommodation costs and is included in the allowance; this portion will not be reimbursed separately.</li> <li>• Only 70% of the portion exceeding this 40% is reimbursed, but never more than the 70% cap above.</li> <li>• See other relevant notes</li> <li>• (with invoice)</li> </ul>
<b>Transport</b>	Economy class return flight or similar (with invoice)
<b>Event Fee</b>	Full payment (with invoice)
<b>Limit</b>	15 days maximum (see also other relevant conditions)

## 2.2 Invoice Requirements: Mandatory

### Institutional Information to be added:

**Recipient/Name:** Sabancı University Nanotechnology Research and Application Centre (SUNUM) **or** Sabancı University SUNUM

**Address:** Orta Mah., No:27/1, 34956, İstanbul, Türkiye

**Tax No:** 7360955929

### Project Information to be added:

**Project Title:** Nanobiotechnologies for Innovative Therapeutic Approaches for Cancer **or** NanoBio4Can

**EU Project No/Grant ID:** 101126492


**TÜBİTAK Project No/Grant ID:** 123C460

**Additional Documents (if applicable):** Tax Residence Certificate for foreign suppliers, VAT exemption certificate for domestic purchases.

## 2.3 Required Documents and Invoices

- Should be delivered to the host institution within a maximum of 7 days after the end of the trip
- Hotel invoice (Invoices must show daily rates, location, and dates)
- Flight ticket + boarding passes + invoice
- Conference fee payment receipt (Credit card statement)
- Conference fee invoice
- Conference invitation/registration proof/Participation certificate/badge

## 2.4 Checklist

- **Acknowledgement in abstract**  (No payment without it)
- Official assignment letter
- SUNUM notification ( $\geq 15$  days before)
- Invoices issued with the required information
- All documents collected and delivered to the office after a maximum of 7 days

## 2.5 Example Calculations – International

Country	Currency	Days	Daily Allowance Rate	Increased Daily Allowance ×1.5	40% Included Portion	Actual Accommodation Cost (per day)	Excess over 40%	70% of Excess	Max Limit (× 0.70)	Payable Accommodation	Daily Total	Transport	Grand Total (Foreign Currency)
USA	USD	4	93.00	139.50	55.80	200.00	144.20	100.94	97.65	97.65	237.15	800.00	1748.60
Netherlands	EUR	4	80.00	120.00	48.00	150.00	102.00	71.40	84.00	71.40	191.40	300.00	1065.60
UK	GBP	4	59.00	88.50	35.40	150.00	114.60	80.22	61.95	61.95	150.45	800.00	1401.80
Switzerland	CHF	4	94.00	141.00	56.40	180.00	123.60	86.52	98.70	86.52	227.52	250.00	1160.08



## NOTES

- Allowance is limited by the number of approved event days. If the event is 4 days long, and you plan to attend all of them (considering it as 4 days), if the event is 4 days long and you will be staying for less than that, for example, 2 days (you should consider it as 2 days). In short, the time you spend at the event will be considered for per diem payment, rather than the event dates.
- VII Col. Base Allowance → VII Column Base Daily Allowance (from the Table at the end of the document)
- Increased Daily Allowance applies only for the first 10 days, and the standard base allowance applies afterward.
- Increased Allowance → Base allowance increased by 50% (first 10 days rule)
- 40% Included Portion → Part of the increased allowance considered as accommodation, already included
- Actual Accommodation Cost (per day) → Claimed daily hotel/accommodation cost
- Excess over 40% → Actual cost minus 40% portion
- 70% of Excess → Portion reimbursed (only 70% of the excess)
- Max Limit ( $AG \times 0.70$ ) → Upper cap for VII column (70% of increased allowance for the first 10 days)
- Payable Accommodation → Min (70% of excess, max limit)
- Daily Total → Increased allowance + payable accommodation
- Transport → Travel cost (invoice-based)
- Grand Total → (Daily total  $\times$  days) + transport
- All foreign currency amounts will be converted to TL using the TCMB's effective selling rate on the payment date.
- For payment purposes, amounts may be rounded to two decimal places in TL after currency conversion.

### After day 10:

- Daily allowance returns to the standard base amount without an increase.
- Accommodation reimbursement rules are applied with the standard base amount without an increase.
- Cap = 70% of the standard base amount.

### 3 Daily Allowance Rates Table for International Travel

**Table 1. Daily Rates for International Travels (2025)**

<b>COUNTRIES (CURRENCY UNITS)</b>	<b>RATES (VII. COLUMN ORIGINAL)</b>
U.S.A. (U.S. Dollar)	93
Germany (Euro)	83
Australia (Australian Dollar)	143
Austria (Euro)	84
Belgium (Euro)	81
Denmark (Danish Krone)	627
Finland (Euro)	74
France (Euro)	81
Netherlands (Euro)	80
United Kingdom (Pound Sterling)	59
Ireland (Euro)	78
Spain (Euro)	80
Sweden (Swedish Krona)	687
Switzerland (Swiss Franc)	143
Italy (Euro)	77
Japan (Japanese Yen)	15,914
Canada (Canadian Dollar)	125
Kuwait (Kuwaiti Dinar)	25
Luxembourg (Euro)	82
Norway (Norwegian Krone)	604
Portugal (Euro)	78
Saudi Arabia (Saudi Riyal)	313
Greece (Euro)	80
Kosovo (Euro)	63
Other EU Countries (Euro)	65
Other Countries (U.S. Dollar)	80

## **4 Frequently Asked Questions**

### **Q1. Which types of travel are covered by the travel allowance?**

Eligible travel includes project-related activities such as “conferences, workshops, training events, collaboration visits, and outreach events”, all of which have been approved by the Supervisor and Project Coordinator. Some queries (exceeding 10 days) may require the approval of the EU Project Officer.

### **Q2. Do I need prior approval for travel?**

Yes. All travel must be pre-approved in writing by obtaining an assignment document from the Host institution.

### **Q3. How far in advance should I submit my travel request?**

It is recommended to submit travel requests at least 2 weeks before the planned departure date to allow for processing and approval.

### **Q4. Can I book my flights and hotels?**

Yes, provided you follow the project rules for economy class flights and the applicable accommodation limits. Some institutions may require booking through an approved travel agency — please check with your host institution.

### **Q5. Are business class flights allowed?**

No

### **Q6. How long does reimbursement take?**

Processing time typically takes 2–4 weeks after all required documents have been submitted.

### **Q7. What if I share a hotel room?**

Only the cost for your portion of the room is eligible. The invoice should clearly show the total cost and your share, as well as all the required invoice details.

### **Q8. Can I stay in an Airbnb or other short-term rental?**

Yes, if the invoice includes your name, the address of the accommodation, stay dates, and all the required invoice details.

**Q9. What if my trip is extended for personal reasons?**

Project funding will only cover expenses for the approved project-related portion of the trip. Personal expenses must be separated.

**Q10. What if the event provides free accommodation?**

You will still receive the daily allowance, but no accommodation difference will be reimbursed.

**Q11. How is currency conversion handled?**

Foreign currency amounts are converted to TL using the TCMB effective selling rate on the payment date (or advance/mahsup date if applicable).

**Q12. Do I need to keep boarding passes?**

Some institutions require them for verification. It is best practice to keep them until reimbursement is completed.

**Q13. Can I attend two events in one trip?**

Yes, if both events are project-related and approved in advance. Allowances will be calculated for the combined travel period following the same rules.

**Q14. Can I be reimbursed for the printing expenses of my poster?**

Yes. You can use your research, training, and networking budget for poster printing. You will need to provide a PDF copy of your poster, a payment receipt, and an invoice with all required information completed. Please consult with your institution for details.

## **5 Declaration of Generative AI and AI-assisted Technologies in the Writing Process**

In preparing this document, the authors utilized Perplexity AI, a licensed ChatGPT Premium service, and Grammarly Premium to assist with information extraction, content

review, and language editing. These tools were employed to enhance spelling, grammar, punctuation, clarity, and overall readability and to support the accurate extraction and summarization of information from the original source materials. Following the use of these technologies, all content was thoroughly reviewed and edited by the authors, who accept full responsibility for the accuracy and integrity of the final version.

## 6 Version History

Version	Date	Authors	Changes
1.0	21.08.2025	Project Management Team	Initial public release on the website

## 7 References

- Resmi Gazete, 11 Ocak 2025, Sayı: 32779:
- <https://legalbank.net/resmi-gazete-dosyalar/20250111/fbbcc09869504b33bb39cf9a8f297998.pdf>
- [TÜBİTAK Güncel TTS Duyuruları](#) 2025 Yılı Uygulanacak olan Gündelik ve Konaklama miktarları.
- <https://tubitak.gov.tr/tr/destekler/akademik/uygulamalar-ve-yonergeler/guncel-tts-duyurulari>