

NanoBio4Can: Travel Allowance Policy and Guidelines

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Project Title: Nanobiotechnologies for Innovative Therapeutic Approaches for Cancer

Project Acronym: NanoBio4Can

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Acknowledgment Requirement: Mandatory

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

No payment/reimbursement will be made for scientific outputs without the inclusion of the following acknowledgment 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.”

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1 Domestic Travel

Before You Travel:

- **Official Assignment Letter:** Must be prepared by you and your host institution.
- **Official Invitation Letter:** Emails or official letters from the inviting organization
- **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:** 900 TL/day (2026).

1.1 Eligible Expenses

The daily allowance is paid in full as a lump sum, to cover meals, local transportation, and other relevant expenses. Accommodation and transport are reimbursed separately based on invoices, subject to official rules and upper limits.

Expense Type	Domestic
Daily Allowance	900 TL/day
Accommodation	Up to 2× daily allowance (with invoice)
Transport	Full payment (Economy class flight, bus or train) (with invoice)

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 **SUNUM** 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

- **Acknowledgment in abstract** ☒ (No payment without it)
- Official assignment letter
- **Invitation Letter**
- SUNUM notification (≥ 15 days before)
- Invoices issued with the required information
- All documents collected and delivered to the office within a maximum of 7 days

1.5 Example Calculation – Domestic

Istanbul → Ankara, 4-Day Event, with Accommodation

Step	Description	Formula / Data	Amount (TL)
1	Daily allowance	900/day	900
2	Total daily allowance (4 days)	900×4	3,600
3	Max accommodation limit per night	$900 \times 2 = 1800/\text{night}$	1,800
4	Actual hotel invoice	$2500 \times 4 \text{ nights} = 10000 \text{ TL}$	7,200
5	Transport	Return flight, bus, train (economy)	2,500
6	Total reimbursement	$3600 + 7200 + 2,500$	13,300

Notes:

- Allowance is limited by the number of official event dates and approved travel days
- If there is no hotel invoice: only the daily allowance + transport will be paid.
- If the accommodation invoice > accommodation limit: reimbursement is capped at the limit.
- 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.

2 International Travel

Before You Travel

- **Official Assignment Letter:** Must be prepared by you and your host institution.
- **Official Invitation Letter:** Emails or official letters from the inviting organization
- **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 and discuss with SUNUM in advance.

2.1 Eligible Expenses

The daily allowance is paid in full as a lump sum to cover meals, local transportation, and other relevant expenses. Partial accommodation and full transportation are reimbursed separately, subject to specific rules, invoices, and official limits. Valid only for travel up to 10 days.

Expense Type	International
Daily Allowance	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”.
Accommodation	• In VII-column countries, the maximum daily accommodation reimbursement is 70% of the increased daily allowance. • 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. • Only 70% of the portion exceeding this 40% is reimbursed, but never more than the 70% cap above. • Even if a “reduced daily allowance” is applied, the accommodation calculation is always based on the full increased daily allowance from the table. • 60% of the daily allowance is paid if the accommodation is covered by another party. • (with invoice)
Transport	Economy class return flight or similar (with invoice)

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 **SUNUM** 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

- **Acknowledgment in abstract** ☒ (No payment without it)
- Official assignment letter
- **Invitation Letter**
- SUNUM notification (≥ 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 **(Only valid for less than 10 days and official accommodation documents)**

COUNTRIES (CURRENCY UNITS)	Days	Daily Allowance Rate	Increased Daily Allowance ×1.5	40% Included Portion	Actual Accommod ation Cost (per day)	Excess over 40%	70% of Excess	Max Limit (× 0.70)	Payable Accomm odation	Daily Total	Transpor t	Grand Total (Foreign Currency)
U.S.A. (U.S. Dollar)	4	102.00	153.00	61.20	200.00	138.80	97.16	107.10	97.16	250.16	800.00	1800.64
Germany (Euro)	4	89.00	133.50	53.40	150.00	96.60	67.62	93.45	67.62	201.12	300.00	1104.48
Australia (Australian Dollar)	4	158.00	237.00	94.80	150.00	55.20	38.64	165.90	38.64	275.64	800.00	1902.56
Austria (Euro)	4	93.00	139.50	55.80	180.00	124.20	86.94	97.65	86.94	226.44	250.00	1155.76
Belgium (Euro)	4	88.00	132.00	52.80	90.00	37.20	26.04	92.40	26.04	158.04	1000.00	1632.16
Denmark (Danish Krone)	1	668.00	1002.00	400.80	500.00	99.20	69.44	701.40	69.44	1071.44	50.00	1121.44
Finland (Euro)	2	80.00	120.00	48.00	150.00	102.00	71.40	84.00	71.40	191.40	2000.00	2382.80
France (Euro)	3	86.00	129.00	51.60	250.00	198.40	138.88	90.30	90.30	219.30	300.00	957.90
Netherlands (Euro)	4	87.00	130.50	52.20	300.00	247.80	173.46	91.35	91.35	221.85	800.00	1687.40
United Kingdom (Pound Sterling)	5	65.00	97.50	39.00	350.00	311.00	217.70	68.25	68.25	165.75	250.00	1078.75

Ireland (Euro)	6	81.00	121.50	48.60	170.00	121.40	84.98	85.05	84.98	206.48	1000.00	2238.88
Spain (Euro)	5	85.00	127.50	51.00	250.00	199.00	139.30	89.25	89.25	216.75	50.00	1133.75
Sweden (Swedish Krona)	4	739.00	1108.50	443.40	550.00	106.60	74.62	775.95	74.62	1183.12	2000.00	6732.48
Switzerland (Swiss Franc)	4	145.00	217.50	87.00	490.00	403.00	282.10	152.25	152.25	369.75	250.00	1729.00
Italy (Euro)	4	82.00	123.00	49.20	150.00	100.80	70.56	86.10	70.56	193.56	1000.00	1774.24
Japan (Japanese Yen)	4	16.30	24.44	9.78	1000.00	990.22	693.16	17.11	17.11	41.55	50.00	216.22
Canada (Canadian Dollar)	4	135.00	202.50	81.00	180.00	99.00	69.30	141.75	69.30	271.80	2000.00	3087.20
Kuwait (Kuwaiti Dinar)	4	28.00	42.00	16.80	90.00	73.20	51.24	29.40	29.40	71.40	300.00	585.60
Luxembourg (Euro)	1	88.00	132.00	52.80	110.00	57.20	40.04	92.40	40.04	172.04	800.00	972.04
Norway (Norwegian Krone)	2	667.00	1000.50	400.20	590.00	189.80	132.86	700.35	132.86	1133.36	250.00	2516.72
Portugal (Euro)	3	83.00	124.50	49.80	250.00	200.20	140.14	87.15	87.15	211.65	1000.00	1634.95
Saudi Arabia (Saudi Riyal)	4	344.00	516.00	206.40	300.00	93.60	65.52	361.20	65.52	581.52	50.00	2376.08
Greece (Euro)	5	84.00	126.00	50.40	350.00	299.60	209.72	88.20	88.20	214.20	2000.00	3071.00

Kosovo (Euro)	6	69.00	103.50	41.40	170.00	128.60	90.02	72.45	72.45	175.95	120.00	1175.70
Other EU Countries (Euro)	1	72.00	108.00	43.20	130.00	86.80	60.76	75.60	60.76	168.76	40.00	208.76
Other Countries (U.S. Dollar)	5	88.00	132.00	52.80	120.00	67.20	47.04	92.40	47.04	179.04	800.00	1695.20

NOTES

- Allowance is limited by the number of official event dates and approved travel days
- Increased Daily Allowance applies only for the first 10 days, and the standard base allowance applies afterward.
- VII Col. Base Allowance → VII Column Base Daily Allowance (from the Table at the end of the document)
- Increased Allowance ×1.5 → 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 × 0.70) → Upper cap for VII column (70% of increased allowance)
- Payable Accommodation → Min (70% of excess, max limit)
- Daily Total → Increased allowance + payable accommodation
- Transport → Travel cost (invoice-based)
- Grand Total → (Daily total × days) + transport
- 60% of the daily allowance is paid if the accommodation is covered by another part.
- 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.

3 Daily Allowance Rates Table for International Travel

Table 1. Daily Rates for International Travel (2026)

COUNTRIES (CURRENCY UNITS)	RATES (VII. COLUMN ORIGINAL)
U.S.A. (U.S. Dollar)	102.00
Germany (Euro)	89.00
Australia (Australian Dollar)	158.00
Austria (Euro)	93.00
Belgium (Euro)	88.00
Denmark (Danish Krone)	668.00
Finland (Euro)	80.00
France (Euro)	86.00
Netherlands (Euro)	87.00
United Kingdom (Pound Sterling)	65.00
Ireland (Euro)	81.00
Spain (Euro)	85.00
Sweden (Swedish Krona)	739.00
Switzerland (Swiss Franc)	145.00
Italy (Euro)	82.00
Japan (Japanese Yen)	16.30
Canada (Canadian Dollar)	135.00
Kuwait (Kuwaiti Dinar)	28.00
Luxembourg (Euro)	88.00
Norway (Norwegian Krone)	667.00
Portugal (Euro)	83.00
Saudi Arabia (Saudi Riyal)	344.00
Greece (Euro)	84.00
Kosovo (Euro)	69.00
Other EU Countries (Euro)	72.00
Other Countries (U.S. Dollar)	88.00

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 and SUNUM.

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. Can I receive an advance payment for my travel expenses?

You may request an advance from your host institution, following their financial procedures. Unused amounts must be returned promptly within the first week after the trip.

Q7. How long does reimbursement take?

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

Q8. 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, along with all required invoice details.

Q9. Can I stay in an Airbnb or other short-term rental?

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

Q10. 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.

Q11. What if the event provides free accommodation?

If accommodation is provided or paid for by the event organizer, a foreign government, an international organization, or another public or private institution, the daily allowance will be reduced in accordance with the Official Decision. Where only accommodation is provided or covered by one of these entities, 60% of the applicable daily allowance will be paid

Q12. 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).

Q13. Do I need to keep boarding passes?

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

Q14. 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 reimburse my poster printing expense?

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 Version History

Version	Date	Authors	Changes
1.0	20.08.2025	Project Management Team	Initial public release on the website
2	04.02.2026	Project Management Team	Updated based on the officially released 2026 rates
3	24.07.2026	Project Management Team	See the text parts highlighted in yellow