

IMPORTANT GUIDELINES FOR TRAVELLING AND ATTENDING CONFERENCES

As a general rule, you **should not travel** without an 'Ordre de Mission'. Thus, before travelling:

- You should fill 'une demande d'ordre de mission' available [here](#) and give it to our secretary, Amandine.
- You should add your mission to the file on the cloud, following this [link](#).
- Except in very exceptional cases, you **should not buy** your travelling tickets by yourself. Depending whether you are paid by UPS or CNRS, you should book your transportation following this [link](#) or [this one](#) using your intranet account.
- The same holds for accommodation (at least in France).
- Concerning registration fees, it is highly recommended to use the laboratory credit card (ask Amandine) or a 'bon de commande'. For **online conferences, in no case should you pay by yourself**, as it will be technically impossible to reimburse these costs.

As a general rule, reimbursement is done on a real cost basis up to the maximal day allowance available [here](#). Please note, that in any case we will need an **individual** bill for **each** meal and overnight stay. Credit card's receipts **cannot be considered** as regular bills (**this is particularly true for all European contracts**). Also note that the maximum day allowance includes meals, public transportation and accommodation.

Finally, before planning your trip, you should check the status of the country you wish to travel to on the [Ministère des Affaires Etrangères](#) web site. If the country (or city) is indicated as '**orange**' or '**red**', we will have to ask a special authorization to the Fonctionnaire Security Defense (**FSD**), which will require an additional delay (typically three weeks).

If you have any doubt, contact Amandine, our secretary.