



**POLITÉCNICA**



E.T.S. DE INGENIERÍA AGRONÓMICA,  
ALIMENTARIA Y DE BIOSISTEMAS

## **INSTRUCTIONS ON REMUNERATION TO BE PERCEIVED BY MEMBERS OF THE EXAMINATION BOARD OF A DOCTORAL THESIS VIVA UNIVERSIDAD POLITÉCNICA DE MADRID**

### **Expenses subject to compensation:**

The members of the Examination Board (non-UPM members) will be entitled to compensation for the following expenses:

- **Subsistence allowance: 37.40 euros / day.**
- **Accommodation:** Accommodation costs cannot exceed **€ 76 per night** (1)
- **Journey:** the expenses due to the journey (airplane tickets, train, etc.), in tourist class, will be refundable.
- **Other reimbursable expenses: Tolls, parking, taxis, and public transport** (see conditions).

(1) If for reasons of occupancy there are no hotels within the limits, express authorization must be requested to exceed these limits.

### **Journey / hotel booking:**

The member of the Examination Board can make the corresponding reservations by himself/herself, satisfying the amount directly, or book both the journey and/or hotel through the travel agencies with which the University has agreements (2). In the latter case he/she will not have to advance any amount.

These agencies are:

- Transport tickets: HALCON VIAJES (Tel. 917.846.559; [upm@halconviajes.com](mailto:upm@halconviajes.com)).
- Hotel booking: EL CORTE INGLÉS (Tel. 912.171.235 / 912.171.197; [sectorpublico@viajesecci.es](mailto:sectorpublico@viajesecci.es)).

(2) It is essential to send to the agency (s) a copy of the appointment as member of the Examination Board (Solicitud de propuesta de tribunal).

## **PLEASE READ THIS CAREFULLY**

### **Justification of expenditure - Documentation to be provided:**

- The application form (3) for reimbursement of the amounts spent (Annex 1) completed and signed.
- Photocopy DNI, NIE or Passport.
- Bank details, giving IBAN number.
- Declaration in case of use of private vehicles (Annex 3) (4) completed and signed.

(3 and 4) Both the form and, if applicable, the declaration of use of a private vehicle must be signed by the member of the Examination Board and the President

### ***The following documents / original supporting documents must also be provided:***

1. **Invoice of accommodation.** In the case of having made the hotel reservation through the



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Travel Agency of the University it is necessary to provide a **Certificate of Accommodation** (ask the hotel for it). In both cases (invoice or certificate of accommodation), they must include the dates of the nights hired.

2. **Invoice of airplane, train or bus tickets** in the case that the member of the Examination Board had made the reservation (s) directly.
3. **Copy of the tickets and Boarding Pass in all cases** (direct reservation or through the travel agency).
4. **Journey by private vehicle:** If the trip exceeds 400 km (round trip) it is necessary to provide a receipt of having refueled in the way. EUR 0.19 per km will be paid.
5. **Ticket / s of toll charges** on motorways.
6. **Taxi transfers:** Only taxi transfers from / to stations or airports will be compensated. Any other trip (within the city) must be done by public transport.
7. **Ticket/s of public transport.**
8. **Vehicle parking:** in case of using the private vehicle, the parking costs at railway stations, airports or bus stations will be covered.

**NO APPLICATION WILL BE PROCESSED WITHOUT THE REQUIRED DOCUMENTATION.**

### **OBSERVATIONS:**

- **Subsistence allowances or accommodation expenses will not be perceived** by members of the evaluation board that are personnel of the UPM or when the duration of the commission is less than 5 hours, unless it is necessary to stay overnight from the previous day.
- **Maximum duration of the commission subject to compensation:** The commission, if possible, should be initiated and finalized on the same day. The maximum duration of the commission cannot exceed three days, except for extraordinary causes duly credited, starting from the day of the outbound trip (from the place of residence) until the day of the return trip.
- All the documentation will be gathered by the Secretary of the Examination Board or delegated person, and will be handed to the secretary of the Deputy Director for Research and Postgraduate Studies (Secretaría de la Subdirección de Investigación y Posgrado, ETSIAAB, Edificio Agrícolas, first floor). For any question please contact: [secretaria.ip.etsiaab@upm.es](mailto:secretaria.ip.etsiaab@upm.es) /Tel. +34 913 36 37 26.
- In the case that a member of the Examination Board doesn't want to perceive expenses for Subsistence allowance- Accommodation- Journey or any other reimbursable expenses he/she must complete only the document of Annex I, and inform in writing.