

INFORMATION AND INSTRUCTIONS TO BE FOLLOWED BY BENEFICIARIES OF THE SCHOLARSHIPS FOR POSTGRADUATE STUDENTS PARTICIPATING IN ACTIONS OF POSTGRADUATES AND ACTIVITIES ORGANIZED BY UNIVERSITIES THAT INTEGRATE THE CAMPUS OF INTERNATIONAL EXCELLENCE TRIANGULAR-E³ AND/OR RELATED TO ITS THEMATIC AREAS

Scholarship endowment

Scholarships include:

- Travel expenses endowment
- Accommodation expenses endowment
- Meals expenses endowment

Scholarship payment

The payment of the scholarships will be made by the University of Valladolid, who undertakes to pay to the beneficiaries the endowments, once they are justified according to the specifications indicated below.

Noncompliance

Noncompliance, fully or partially, of the requirements and obligations established in the call and other applicable rules, will result in the revocation of the same, with the obligation, if applicable, to reimburse the amounts received.

Obligations of the beneficiaries of the scholarships

The beneficiaries are obliged to complete a series of documents in order to justify the expenses incurred and to be able to be paid by the scholarship.

Likewise, the beneficiaries are obliged to refer to this scholarship in the publications and other results that may derive from the activities carried out during the period of enjoyment of the same: “*Scholarships for postgraduate students participating in actions of postgraduates and activities organized by universities that integrate the Campus of International Excellence Triangular-E³ and/or related to its thematic areas, co-financed by the Ministry of Education, Culture and Sports*”.

Original documents relating to the justification of the expenses that may be paid by this scholarship, and scholarship resignation (CEI_3 form), should be completed in the standardized forms (CEI_1 and CEI_2), processed in writing, and addressed to the Campus of International Excellence, to the University of Valladolid, Casa del Estudiante, C/ Real de Burgos s/n, 47011 – Valladolid.

The following is a list of the Documents to be submitted, as well as other aspects related to the scholarship granted are listed below:

- 1- Documents to be submitted
- 2- Expenses suitable to be justified and paid by this scholarship
- 3- How to justify expenses
- 4- Method of payment
- 5- Retention of the “*Tax on the Income of Individuals*” (Impuesto sobre la Renta de Personas Físicas: IRPF)

1- DOCUMENTS TO BE SUBMITTED

- Documentation submission form (CEI_1)
- Photocopy of DNI, NIE or Passport
- Address and e-mail
- Account number

- Evidence of participation in the activity for which you applied to this scholarship
- Expenses form (CEI_2)
- Originals justifying incurred expenses

2- EXPENSES SUITABLE TO BE JUSTIFIED AND PAID BY THIS SCHOLARSHIP

Expenses that can be attributed to this scholarship must be justified to the University of Valladolid in accordance with what is established below, as well as with any other document that may be required.

The costs to be paid by this scholarship are those derived from the purchase of round-trip tickets to attend the activity for which you applied for the scholarship, accommodation costs and living expenses (meals), according to the limits and conditions below:

a) Round-trip travel expenses

Only the costs of the round-trip for the purpose of carrying out the financed activity of the beneficiary may be charged. Trips made during the activity cannot be charged (even if they derived from it), nor daily travel expenses to attend the activity.

Compulsory expenses incurred in issuing the visa are included.

For all these concepts, the maximum amount actually spent and justified will be paid, with the following maximum amounts:

- Spain and Portugal: up to 300.00 euros
- Rest of Europe: up to 600.00 euros
- Rest of the world: up to 1,200.00 euros

b) Accommodation

The amount actually spent and justified will be paid, setting as daily maximum limit for accommodation+breakfast: 65.97 €.

c) Living expenses (meals)

The amount actually spent and justified will be paid, setting as daily maximum limit:

- For lunch: 18.70 €
- For dinner: 18.70 €

3- HOW TO JUSTIFY EXPENSES

a) Round-trip travel expenses

- Travel must be made in tourist class
- **Airplane:** you must submit:
 - 1- The original invoice and proof of payment of the flight ticket, issued by the travel agency or the flight company.
In case of electronic ticket (or if the company does not issue an invoice), you must submit the confirmation or booking form of the flight showing the travel details (itinerary, price and you full name).
 - 2- Original boarding passes.
- **Public transport** (train, bus): you must submit original train/bus tickets.
- **Own vehicle:** in case of using you own vehicle for transport, you must submit the appropriate form (CEI_2) with the particulars of the vehicle (license/number plate), the point of departure and arrival, and the kilometers made. Original proof of toll charges may also be submitted.
- **Taxi:** you must submit original invoice or ticket
- **Compulsory expenses arising from the issuance of the visa:** you must submit original invoices of the paid amounts.

b) **Accommodation**

- You must submit original invoice and proof of payment issued by the hotel, residence, etc.

c) **Living expenses (meals)**

- You must submit original invoice and proof of payment or original tickets.

4- **METHOD OF PAYMENT**

a) Transfer:

- The amount actually spent and justified will be paid by transfer to national beneficiaries and to those who so request.
- You will need to provide a photocopy of your ID or Passport and your account number
- The University of Valladolid is not responsible for the charges made by the banking entities, which will affect the amount finally received by the beneficiaries

b) Check:

- A nominal check with the amount actually spent and justified will be issued to the beneficiaries of nationality other than the Spanish one and to those with no account in a Spanish bank.
- Beneficiaries will have to take the check in person and sign the receipt thereof.
- To take the check, beneficiaries will have to identify themselves presenting their ID or Passport.

5- **RETENTION OF THE “TAX ON THE INCOME OF INDIVIDUALS”** (Impuesto sobre la Renta de Personas Físicas: **IRPF**)

In case of foreign beneficiaries and in the case of payment of expenses in which IRPF withholding must be applied (for example, mileage when own vehicle is used for transport), it will be necessary to present the Certificate of Fiscal Residence in order to apply double taxation agreements. If no Certificate of Fiscal Residence is presented, or if there is no double taxation agreement between Spain and the country of origin of the beneficiary, the withholding tax will be applied.

IMPORTANT NOTE: If you need any additional information or if you are in a situation not covered by these instructions, you can contact us by e-mail at the following address: otvalladolid@ceitriangular.es