



## **INSTRUCTIONS FOR REQUESTING EXPENSE REIMBURSEMENT**

The EDUAM (Doctoral School) reimburses expenses incurred for attending a Doctoral Thesis Defense exclusively for external Doctors serving as titular members of the tribunal who come from outside the Community of Madrid, coinciding with their workplace location; taking into account the following limits and considerations per individual expense, and provided that the spending limit **per tribunal and per member** is not exceeded (art. 48e and 50, UAM Budget Execution Guidelines):

- Thesis without international mention: €300 per tribunal.
- Thesis with international mention or co-Supervised Thesis: €800 per tribunal, with a maximum of €300 per member for travel within Europe, €500 per member for travel from outside Europe.

### **ACCOMMODATION EXPENSES:**

Maximum amount: €150 for one night, which will be the night before or the night of the defense date.

### **TRAVEL:**

Maximum amount: Tourist class tickets for plane, train, or bus, taxi, metro, bus, or travel by private vehicle at a rate of €0.26 per kilometer traveled within Spanish territory (exceptionally Andorra, Portugal, and France, provided the distance does not exceed 754 kilometers). In the case of travel by private vehicle, only parking and toll expenses will be accepted. Travel expenses will only be paid in full within a maximum of 7 days between departure and return; if the difference is greater, only the journey closest to the defense date will be paid.

### **SUBSISTENCE ALLOWANCES (MEALS):**

Amount of €37.40 for a maximum of one day. The full allowance will be calculated when departing before 14:00 (2:00 PM) and returning after 22:00 (10:00 PM). If the departure and return occur on the same day, half allowance (€18.70) will be paid. If the arrival occurs between 22:00 (10:00 PM) and 00:00 (midnight) and the dinner expense is justified, the allowance will be for the full day.

### **GENERAL CONSIDERATIONS FOR ALL EXPENSES:**

- For expenses paid by the interested party, original invoices or proof of payment must be provided (scanned document is valid as proof of payment, but the original must be kept in case it is requested by the Administration at any time); for online purchases, these will be justified by confirmation and payment emails.
- In the case of arrangements made through the El Corte Inglés Travel Agency on the Cantoblanco campus, it is only necessary to check the corresponding box, without attaching further documentation (except for boarding passes) or indicating any amount, as the invoices will be sent directly to EDUAM by the travel agency.
- The documents provided must be valid as of the thesis defense date, and the photocopies submitted must be legible and double-sided (driver's license, car registration document, etc.).
- In all cases (private arrangement or processed by the El Corte Inglés Travel Agency), for the correct calculation of subsistence allowances, the round-trip boarding passes or itinerary confirmation email showing dates and times must be presented (except for travel by private vehicle, in which case indicating the dates and times on the form will suffice).
- The documentation can be given to the Tribunal Secretary on the day of the Thesis defense or, if necessary (boarding pass, taxi, return trip toll, etc.), sent, within a maximum period of 10 days, to the EDUAM Economic Area:
  - Preferably by email: [ugep.escueladoctorado@uam.es](mailto:ugep.escueladoctorado@uam.es)
  - or by mail to: ESCUELA DE DOCTORADO - Sección Económica  
CENTRO DE ESTUDIOS DE POSGRADO - UNIVERSIDAD AUTÓNOMA DE MADRID  
C/ Tomás y Valiente nº 2; CP/28049 - MADRID
- For any communication, submission of documentation, or additional information (clarification of an extraordinary situation, explanatory notes, change of bank account where expenses will be paid, assignment of payment to another person), please contact the EDUAM Economic Area via email: [ugep.escueladoctorado@uam.es](mailto:ugep.escueladoctorado@uam.es), indicating your full name and that of the Doctoral Candidate in the subject line.
- Any clarification or request for documentation from the EDUAM Economic Area will be made to the email address indicated by the interested party in the Resolution approving the tribunal's composition.
- Any deviation from what is outlined in this document must be authorized BEFORE INCURRING THE EXPENSE; to request authorization, you must provide an explanatory memorandum detailing the reason signed by the tribunal member.

In compliance with the provisions of Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) and Organic Law 3/2018, of December 5, on Personal Data Protection and Guarantee of Digital Rights (OLPDGDR), we inform you that the personal data obtained by completing this form will be processed by the UAM for the purpose of paying or collecting your contractual obligations or rights with the University, which is entitled to process your personal data as it is necessary for the execution of the contract. The data provided will be kept for the time necessary for the purpose for which it was collected and will not be communicated to any recipient unless legally required. In accordance with current regulations, you may exercise your rights of rectification, limitation, deletion, and opposition to the processing of your data by sending an email to [delegada.protecciondedatos@uam.es](mailto:delegada.protecciondedatos@uam.es). You can consult additional and detailed information on the processing of your personal data on our website <https://www.uam.es/uam/politica-privacidad>.