Guidelines for the Approval, Payment, and Reimbursement of Conference Registration Fees

Conference registration fees are processed separately from official travel expenses. Whenever possible, payment will be made directly by ICMAT to the conference organizers.

1. Prior Approval of the Expense

Before proceeding with payment, the researcher must send the following information to administracion@icmat.es:

- Conference website.
- Name of the participating researcher.
- Internal account/project to which the expense will be charged.
- Screenshot showing the registration fee.

Administration will assist with the processing and approval of the corresponding simplified Expense Authorization Form ("Vale de Gasto"), which must be approved before any invoice is issued or any payment is made

2. Payment by Bank Transfer

Procedure

- Once the Expense Authorization Form has been approved, request an invoice from the organizers addressed to ICMAT-CSIC.
- Administration will verify whether the conference accepts payment by bank transfer and will arrange the payment with the Management Office.

ICMAT-CSIC Billing Information

INSTITUTO DE CIENCIAS MATEMÁTICAS (ICMAT) – CSIC
C/ Nicolás Cabrera, 13-15
28049 Madrid
VAT Number (CIF): Q2818002D

3. If Bank Transfer Is Not Possible – Payment by Credit Card

If the organizers do not accept bank transfer and only allow payment by credit card, the following procedure must be followed:

- First, confirm with the organizers whether bank transfer is accepted.
- Send to administracion@icmat.es the full email thread confirming that payment by bank transfer is not accepted or, alternatively, a screenshot from the conference website stating this information.
- Administration will request prior authorization from the Management Office to allow payment by credit card.
- Once authorization for card payment has been granted and the Expense Authorization Form has been approved, the researcher may proceed with the payment using their personal credit card.
- Afterwards, the researcher must request an invoice from the organizers addressed to ICMAT-CSIC.

4. Documents Required for Reimbursement

To process the reimbursement of a credit card payment, the following documents must be sent to administracion@icmat.es:

- Invoice issued in the name of ICMAT-CSIC.
- Proof of payment (bank statement or credit card receipt).
- Document proving ownership of the bank account.

Important

- ***Credit card payments that have not followed this procedure will not be reimbursed.***
- ***Invoices issued before approval of the Expense Authorization Form will not be accepted.***