



Guidelines for Prorating and Scholarships . 6th International Meeting Lima 2014

- *Travel prorating only applies to delegates and International Team members. (All voting participants of the Assembly).*
- *Travel expenses will be prorated, including related costs (Visa, taxes ... etc.). **Indirect costs** such as meals, taxi, bus, car, passport fees ... etc . **will NOT be included.***
- *Only those expenses that are **duly documented** by invoices and receipts will be included in the prorating system. Undocumented expenditures will not be included in the prorating calculation.*
- *The registration form must record travel expenses. The amount stated in this section of the registration form will be the **maximum acceptable**. This amount cannot be increased under any circumstances when arriving in Lima.*
- *Deadline to report travel expenses (in the registration form) is the **30th of October 2013.***
- *Expenses will **be reimbursed in Lima** only. Money transfers will not be made in advance.*
- *Invoices and receipts for the prorating calculation will be presented to Félix Arqueros (European Responsible MLC) during the first 3 days of the meeting in Lima.*

SCHOLARSHIPS:

- *For a delegate to access a scholarship, the country of origin must have made **some financial contribution** (however small it may be) to the international fund of the MLC in the last four years.*
- *The scholarships will be requested through Form 2.*
- *Only **one scholarship per country** will be granted (one delegate per country), although the country might be entitled to more than one delegate. The aim is to ensure the presence of all countries.*
- *Scholarships **are only for travel expenses**. Registration fees/stay are the responsibility of each delegation.*
- *In case you need partial assistance for payment of registration/stay, you must manage this support through your regional responsible, according to the funds available in your region.*