



Travel Reimbursement, Liability, Insurance and Data Processing Information

Anyone who was elected or appointed or is receiving any grant to serve voluntarily the IMU CDC for a particular project or activity, called an IMU CDC volunteer, should make sure that his/her service for the IMU is approved by his/her home institution before/ after any service for the IMU CDC. All volunteers have to make sure that they have suitable and sufficient health and travel insurance coverage when they travel for activities supported by CDC. Even if the insurance of the home institution provides basic coverage, an additional health insurance policy valid only for the CDC volunteers and/or a limited number of trips should be taken out if trips to special countries may involve additional risks. It is recommended to take out this additional health insurance policy in the volunteer’s home country. The CDC may reimburse reasonable costs for individual insurance policies if necessary and insurance coverage cannot be obtained otherwise (and depending on the grant program) e.g. for the CDC Volunteer Lecturer Program.

However, IMU CDC assumes no responsibility for payments related to any insurance cases and no Liability.

Travel Reimbursement Information

IMU CDC volunteers cannot be paid for their work to keep the annual membership fees of the IMU as low as possible, however, travel, accommodation and living costs can be reimbursed if necessary. Of course, IMU CDC appreciates it if volunteers can cover their expenses or parts thereof from other sources. Expenses eligible for reimbursement include economy tickets and other reasonable travel expenses as well as reasonable accommodation costs. For the VLP please note that the maximum support is found in the grant letter. The notification letter also specifies the amount for living cost. The IMU CDC volunteers are requested to submit reimbursement claims including original receipts as specified in the notification letter to the IMU Secretariat.

Privacy Protection and Policy

Personal information is information that can be used to learn personal or factual circumstances about you, such as name, address, telephone number or e-mail address. Information we cannot link to your person is not personal data.

Purpose of Personal Data Processing

In connection with the use of the online application and report forms, we process your personal data for the following purposes, among others:

- Provision of services via application and other forms - Statistical analyses
- Conducting personal and anonymous analyses - To prevent misuse

If you submit your data, you consent that IMU is collecting and storing your data including CV and personal data (e.g. your bank information) for an indefinite period. You also consent that your data will be circulated among the evaluation committee via email and an IMU internal website that is only accessible by the various evaluation committees.

By signing this information form, I agree that the CDC and the IMU will collect and store my data. My data will not be used for any other purpose.

First Name, Last Name

Name, City and Country Home Institution

Name of CDC Program you are participating in

Volunteering Dates and Visiting Country and Institution

_____ Date _____ Signature