Excellence in Pedagogy

**Package and Reimbursement Rules**

**Package:**

* Burgundy School of Business provides a stipend of 1728 €uros\* for one week.
* Accommodation and breakfast are booked and covered by Burgundy School of Business from Sunday night to Saturday morning. Any additional night or people will be at your expense */except for professors who are teaching 2 weeks, the Saturday night in-between is covered too.*
* Lunch from Monday to Friday is provided by the school
* Your other meals are reimbursed from Sunday's dinner till Friday's dinner, up to 17.5 €uros per meal (original tickets needed)

**You have to book your travel by yourself**

**Travel expenses are taken in charge by Burgundy School of Business on the following basis:**

* Train 2nd class or airfare Economy class
* Erasmus with your university
* The reimbursement (plane+ train+ taxi+ public transports) could be cover up to 600 €uros for Europe, 2000 €uros for Asia, 1600 €uros for Africa/America
* Any other type of transportation (private or rental car) will be reimbursed according to train or flights' market price.

Important: the travel expenses are only covered from your airport/train station till Dijon

(Not parking fee, not transportation home airport or train station, no transportation in Dijon during the week except from/to the hotel on your arrival and departure)

**To be reimbursed:**

* For transportation and meals, only ORIGINAL TICKETS will be considered, unless you have an electronical invoice with your name, places and dates on it (flight, train)
* The tickets must be given within A MONTH maximum (this will help the accounting to reimburse tickets. We strongly advise you to give us your tickets before leaving (an envelope will be prepared for each person)
* All the reimbursements will be done after your visit:

- on your account if you chose "salaried"

- on the account of your company if you chose "self-employed" (send us an invoice with the price of the course\* + your expenses' details)

**During your stay BSB will organize and offer you:**

* + - Sunday: Welcome Diner
    - Tuesday: Wine and cheese tasting
    - Thursday: Closing Dinner

\*Now it is not possible anymore for you to decide to pay your income tax on your mother country due to the French new regulation.

Following the simulation of our payroll service provider, here is what has changed.

The gross wage is still 2400 €uros for your teaching.

That is to say that the net wage is, has before about 2005 €uros before Withholding Tax.

It will be about 1728 €uros net after withholding tax.

You will not have to pay taxes in your mother country.

The payslip that we will send to you will be the proof of payment for your tax office.