

## Administrative and Financial formalities

*Monday, 13 May 2019 08:30 (3:30)*

### Content

REGISTRATION: Upon arrival, Visitors not staying in the ICTP Guest Houses, are kindly requested to complete registration formalities at the Leonardo Da Vinci Building as follows: Office 115 (First floor).

TRAVEL UNIT (Only for those Visitors receiving daily living allowance/travel reimbursement, who have not provided their bank account data through the on-line portal) Only after having completed registration formalities, please go to the Travel Unit, EF, Main Entrance, Room T17, ground floor, open two days: Monday and Friday, 08.30 - 12.00 and 13.30 - 14.30 Please bring with you: badge/identity card or passport/any travel tickets and boarding passes, if reimbursement due.

### Summary

**Session Classification :** notitle