

Information on Travel, Accommodation, and Per Diem Payments for Members of Doctoral Thesis Committees External to the University of Zaragoza

Service-related compensations will be processed in accordance with the economic management regulations of the University of Zaragoza, as well as the [Management Instruction dated 14/03/2025](#).

PROCESSING AND INQUIRIES

Once the secretary of the committee has [communicated](#) the defense date to the Thesis Office (tesis@unizar.es), committee members who need to arrange travel and/or accommodation must send a service provision request—charged to the University’s budget—properly completed and signed (the Excel file must be completed and then signed after converting it to PDF) to gastostribunaleduz@unizar.es a [service provision request charged to the University’s budget](#), duly completed and signed (the Excel file must be completed and then signed after being converted to PDF). The Doctoral School will then coordinate with the travel agency contracted by the University of Zaragoza. The agency will contact the individual to finalize details, if necessary.

PER DIEMS

Click [here](#) to consult the **criteria established for calculating** meal per diems.

ACCOMMODATION

Click [here](#) to consult the list of **hotels with agreements with the University of Zaragoza** and their economic conditions.

Click [here](#) to consult the **maximum amounts** allowed for **accommodation**.

EXPENSE JUSTIFICATION

After the thesis defense, each committee member must complete, if applicable, the expense justification [form](#) and send it to the **Treasury Section** (intesor@unizar.es). Individuals with FOREIGN AFFILIATION must complete the form WITH A HANDWRITTEN SIGNATURE, even if they have an electronic signature.

Since the document is editable, it **must be signed after being converted to PDF** to authenticate the signatures and avoid the possibility of modifying the document.

You must attach:

- A photocopy of the **ID card** of the concerned person.
- Original receipts, if applicable.

IMPORTANT

- Travel expense reimbursements will be paid from the individual's **work location**, not from their habitual residence.
- Travel must preferably be carried out on **regular public transport in economy class** or equivalent. Travel in a higher class is permitted only if it can be demonstrated to be more economical.
- **One night of hotel accommodation** may be granted only if the travel time from the city where the individual works to the thesis defense location (Huesca, Zaragoza, or Teruel) **exceeds two and a half hours using public transport**.