

Type of request	Purpose	When	Iscte Procedure	CVTT Procedure
Travel, Accommodation & Allowances	1) Fieldwork, 2) participation in conferences, 3) participation in networks, 4) scientific collaboration, 5) others	Pre-trip	Submit a purchase request at link: https://cei.iscte-iul.pt/pedidos-de-adesao-deslocacao-e-atividades/	
		Post-trip (Mandatory submission of travel documents)	Submit a Business Travel Request (in Fénix, or manually for those who do not have a contract with Iscte) 10 working days in advance	
Reimbursements	Reimbursement may be requested for the following types of expenses: 1) conference registration, 2) public transportation; 3) Voluntary Social Security	Before incurring the expense	Expenses may only be reimbursed if previously requested and authorized by the CEI Management (direcao.cei@iscte-iul.pt)	
		After incurring the expense	1. Submit the invoice with the Iscte / Iscte - CI tax details Name: Iscte NIF: 501 510 184 Address: Av. Forças Armadas nº 40, 1649-026 Lisbon	Name: Iscte-CI; NIF: 516 155 636 Address: Av. das Forças Armadas, nº40, 1649-026 Lisbon
Support for Publications	1) Text revision/proofreading; 2) Open access fees	Start of procedure:	1. Confirm that the expense is eligible under the project - specifically, in relation to open access payments, there are FCT restrictions on their eligibility. 2. In the case of CEI support funds for publications: request authorization from the CEI Board (direcao.cei@iscte-iul.pt), sending the details of the article: Title, abstract, and identification of the journal intended for submission.	
		To be included in the publication/text:	1. It is mandatory for the author to include their correct institutional affiliation (eligibility rule for Research Awards), as well as acknowledgment of funding (eligibility rule for funding entity): 1.1 "In accordance with Order No. 116/2016 (which remains in force despite the change in the Iscte brand and form of mention), the affiliation must be in full and in Portuguese, regardless of the language of the texts: Instituto Universitário de Lisboa (ISCTE-IUL), Centro de Estudos Internacionais, Lisbon, Portugal 1.2 It is mandatory to mention the support received through the funding in question, including the project reference and the DOI of the funding (where applicable). Example to be used in the context of CEI publication support funding (adapt the reference and DOI for other projects): This publication was supported by national funds through FCT - Fundação para a Ciência e a Tecnologia (Foundation for Science and Technology) under the framework of UID/03122/2025 (https://doi.org/10.54499/UID/03122/2025). This publication was supported by national funds through FCT - Fundação para a Ciência e a Tecnologia (Foundation for Science and Technology) under the framework of UID/03122/2025 (https://doi.org/10.54499/UID/03122/2025). 1.3 Insert the logo of the funding entity (if applicable/possible). Example: books, reports, e-books.	
Service Provider/ Equipment	Hire Services / Purchase Equipment		Submit a Purchase Request at the link: https://cei.iscte-iul.pt/pedidos-de-adesao-deslocacao-e-atividades/ specifying in the request the source of funding that will cover the expense and detailing the characteristics of the equipment or service you wish to contract, as well as the value and supplier details (whose quote should be sent to the email compras.cei@iscte-iul.pt)	
			In the case of foreign suppliers, it will be necessary to complete the RFI form and submit a certificate of address in order to avoid double taxation. If the supplier does not complete the RFI form, Iscte is obliged to withhold 25% tax.	