

DIREITO GV 'S VISITING PROFESSOR PROGRAM TRAVEL POLICY

DIREITO GV will be responsible for the following items during your stay here.

- **Airline ticket** (from your home town to and from São Paulo) – **Economy Class**;
We ask the visiting professor to send us the date, time and closest city so we can try to accommodate your request. Once the flight is booked we won't be able to make any changes to it.
- **Hotel Accommodation** (from a list that will be sent to the professor to choose)
We ask the visiting professor to choose 3 options of Hotels. Therefore, we can have options in case the hotel chosen is fully booked.
- **Meals** (breakfast, lunch and dinner)
The meals will be covered by DIREITO GV, **only** if done in the Hotel's restaurant or at **DIREITO GV**. Meals done outside of the hotel/**DIREITO GV** won't be covered by **DIREITO GV**.
- **Remuneration**
DIREITO GV will pay you the amount of US\$ 4.000,00 for the visiting professor's stay at DIREITO GV (05 days-20 hours). Once the visiting professor arrives we will provide him/her with a contract that establishes the payment for his/her stay here at **DIREITO GV**. That amount will be deposit into the bank account provided by the visiting professor up to 3 weeks after the end of his/her course.
- **Course Scheduling**
Course will happen Monday to Friday from 5pm to 8pm.

VISA REQUIREMENTS

We will require a visa only to the citizens of countries which are mandatory a visa to enter the country. If you are not from one of those countries do not worry about that.

For those citizens to teach at DIREITO GV we need them to have a Business visa (called VITEM I or VITEM II), an invitation letter will be issue so you can present in the consulate. Once you receive your visa please send a copy to cri-direitogv@fgv.br.

Items not reimbursable by DIREITO GV:

- Meals outside the hotel restaurant and outside **DIREITO GV**;
- Taxi (to and from the airport; hotel/Direito GV/Hotel);
- Mileage to and from the airport;
- Parking at the airport;
- Airline ticket Upgrade;
- Visa fees.

We really appreciate receiving visiting professors at **DIREITO GV**. For this reason, we would like to ensure a gratifying and enjoyable experience for them. Visiting professors are always welcome to contact us in case they need further information.