

Travel Costs Reimbursement for NFFA users at DESY Photon Science

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§ 1 Requirements for Reimbursement

DESY Photon Science grants limited support for travel costs for user of DESY NanoLab and PETRA III within the Horizon 2020 program of the European Commission on the condition that:

1. the project leader has a valid NFFA project
2. the project leader, as well as the majority of the project members, are employed by an institute or university in a non-German partner country or in an associated EU country¹ (hereafter EU users)
3. the project has been allocated an official beamtime/lab access before 31. August 2019.

§ 2 Restrictions

Since the funds are limited, the following restrictions apply:

1. A maximum of two stays per valid project will be supported
2. For each stay a maximum number of 2 persons will be supported
3. A maximum contribution of 400€ per person can be granted for travel
4. A maximum contribution of 70€ per person and per day can be granted for subsistence (incl. DESY Hostel/hotel plus daily allowance).
5. No support for shipment or transportation of equipment is granted

¹ **EU Partner Countries:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom. **EU associated countries (H2020):**

Albania, Bosnia and Herzegovina, Faroe Islands, FYR of Macedonia, Georgia, Iceland, Israel, Moldova, Montenegro, Norway, Serbia, Tunisia, Turkey, Switzerland, Ukraine

§ 3 Application for Reimbursement

Travel costs for NFFA users at DESY will be reimbursed in accordance with the general rules set by NFFA and as requested in the NFFA proposal. Each NFFA user should collect a travel reimbursement form either in the DESY NanoLab Secretary or in the Photon Science Users Office. The DESY forms have to be completed and submitted to the DESY Photon Science User Office along with all tickets and expense vouchers (eg. for hostel) and the completed and signed "Confirmation of NFFA Access" (available for download http://photon-science.desy.de/users_area/user_guide/travel_cost_reimbursement/nffa_users/index_eng.html), where project leader and all supported travellers confirm their actual obtained beamtime/access time

§ 4 Daily Allowance

EU users get a daily allowance for the duration of their beamtime, incl. preparation and post-processing time. The daily allowance corresponds to a lump-sum of:

- 24 € per day for an absence of 24 hours,
- 12 € per day for an absence of 8 - <24 hours

from their residence and/or the center of their professional activity.

The duration of the beamtime incl. preparation and post-processing time can differ from the actual duration of the stay. However, if the stay of the EU user differs more than 2 days from the actual beamtime, it will be discussed with the beamline responsible whether the extended stay is related to the project. If parts of the stay are not directly linked with project issues, DESY Photon Science reserves the right to cut the period covered. A maximum contribution of 70€ per person and per day can be granted for subsistence (Hotel/hostel plus daily allowance).

§ 5 Travel Costs and Flight Costs

In principle, EU users will get reimbursed for the lowest class of travel expenses (2nd class rail tickets, economy class tickets for flights).

Travel and flight costs from the home institute to DESY and from DESY back to the home institute will be refunded. In exceptional cases, travel expenses from or to another institute than the home institute will be reimbursed. This has to be clarified before the travel and will only be feasible if these costs do not exceed the fictional travel or flight costs to or from the home institute. A maximum contribution of 400€ per person can be granted for travel. The contribution will never exceed the actual travel cost.

§ 6 Use of Private Cars

Generally EU users are required to take the train. If the use of a car is unavoidable due to heavy equipment or similar reasons, EU users should give notice when applying for reimbursement. In this case, the driver of the car will be compensated with a flat fee of € 0.30 per kilometer plus € 0.02 per passenger and kilometer. If at the time of applying for travel reimbursement the above reasons were not yet obvious and the use of a car is claimed afterwards, the driver of the car will be compensated with a flat fee of € 0.20 per kilometer. However, the maximum amount which can be reimbursed is € 130 for the whole journey.

§ 7 Accommodation Allowance

EU users will be reimbursed for the accommodation in the DESY hostel for the duration of their stay. Overnight stays, which are not directly related to the project will not be refunded.

In case the DESY hostel is fully booked, hotel costs will be covered by DESY Photon Science, but only for the period in which the DESY hostel was fully booked. Hotel costs will only be refunded if the user has been previously rejected by the DESY Hostel. When a room in the hostel is available, a move from the hotel to the DESY hostel has to be accepted.

In case more persons (e.g. spouse, partner) stay in the same room (double room) the accommodation costs will be halved. The hotel or DESY hostel invoice together with the receipt of payment should be enclosed with the travel expense statement. If breakfast is included, the price has to be shown on the invoice.

For accommodation without invoice, the EU user will receive an overnight fee of € 20. A maximum contribution of 70€ per person and per day can be granted for subsistence (Hotel/hostel plus daily allowance).

§ 8 Taxi Costs

Taxi costs are only refunded for arrivals or departures before 6:00 or after 23:00. If taxi fares in Hamburg are claimed for taxi rides between 6:00 to 23:00, these expenses will be compensated with the equivalent of a single public transport ticket (HVV). In exceptional cases, taxi fares for taxi rides between 6:00 to 23:00 will be refunded if a written detailed explanatory statement is handed in. This case occurs if no regular or timely means of transport are available. Unfamiliarity with the area or adverse weather conditions are no valid reasons.

§ 9 Receipts

All travel expense statements must include the tickets, i.e., flight tickets plus boarding passes. In the case of e-tickets, a copy of the electronic booking confirmation as well as all receipts for additional expenses have to be enclosed.

§ 10 Travel Costs Reimbursement

The travel costs can only be refunded after the completed, signed and stamped (by the home institution) form "Travel Expense Statement" as well as the form "Confirmation of NFFA Access", signed by all participating group members and project leader, has been handed in.

All documents have to be submitted not later than 6 months after the experiment.

In addition, the Project Leader is responsible for the

1. submission of the project summary report (not later than January of the following year)
2. completion of the feedback form (via DOOR)
3. annual completion of the "EU User group questionnaire" provided via <https://ec.europa.eu/eusurvey/runner/RIsurveyUSERS>

The Contract Number to be indicated in field (1) is nanoscience foundries and fine analysis (NFFA) (654360)

The User Project Acronym to be indicated in field (2) comprises DESY-D- followed by your "DESY Project ID." For Example: DESY-D-Nf-20010022 EC.

4. acknowledgement of the financial support in all publications (annual reports, papers etc.) involving the activities at DESY Photon Science

"This research was supported from the EU's H2020 framework program for research and innovation under grant agreement number 654360, nanoscience foundries and fine analysis (NFFA)"

as well as:

"Parts of this research were carried out at * at DESY, a member of the Helmholtz Association (HGF). We would like to thank N.N.** for assistance in using ***."

*FLASH/PETRA III/DESY NanoLab

**Names of the DESY Photon Science staff in case that they are not co-authors

***Name of the used beamline(s)/laboratory/instrument