

HORIZON 2020

NFFA-EUROPE Research and Innovation Action

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TRANS-NATIONAL ACCESS ACTIVITY

Rules and Procedures on How to Claim Refund of
Travel and Subsistence Expenses

**[A practical Guideline for Users accessing
CNR-IOM premises](#)**



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INTRODUCTION

This guideline is a concise collection of all the rules on reimbursement procedures of trans-national access activity. NFFA-Europe - *Nanoscience Foundries and Fine Analysis* is a Horizon 2020 Research and Innovation Action, submitted under Call H2020-INFRAIA-2014-2015 and coordinated by CNR-IOM with Prof. Giorgio Rossi as Primary Coordinator Contact. Among its objectives, NFFA-Europe aims at offering to individual researchers or teams of researchers, from both academia and research institutions, public and private, industry included, the possibility of 'free of charge' trans-national access to one or more infrastructures among those operated by the Partners.

Scope

NFFA-Europe offers European and Third Country users the possibility to carry out comprehensive projects for multidisciplinary research at the nanoscale, extending from lithography, to synthesis, to nano-characterisation, to theory and numerical simulation.

Activities are performed in 6 different types of Installations: (a) Lithography and nano-patterning (Litho); (b) Growth and synthesis (Growth); (c) Theory and Simulation (Theory); (d) Structural and Morphological nano-characterisation (SM Charact.); (e) Electronic and Chemical nano-characterisation (EC Charact.); (f) Magnetic, Optical and Electric nano-characterisation (ME Charact.) Each type of Installation includes laboratories located in different NFFA-EU sites. When needed, limited access to co-located large-scale facilities for Fine Analysis can be offered by the relevant nano-characterisation Installation.

NFFA-Europe proposals necessarily include access to more than one type of Installation (e.g. Litho and Growth, Growth and Theory, SM Charact. and EC Charact., etc.) and cannot be limited to Fine Analysis only. Whenever possible, access will be granted to a single NFFA-Europe site for all project steps, but a scheduling including more than one site is also possible. The Single Entry Point (SEP) on the NFFA-Europe website portal allows accessing the overall list of tools and methods available and submitting a comprehensive proposal. After submission, the technical feasibility of each project step will be assessed by the Technical Liaison Network (TLNet). Feasible proposals are then evaluated and ranked by an external panel of reviewers. The best-ranked proposals are assigned to one or more NFFA-Europe sites, guaranteeing free access to the most appropriate combination of methods and instruments.

EU financial support to trans-national access covers the access costs incurred by the access provider for the provision of access to the selected researchers as well as the travel and subsistence incurred to support the visits of the researchers to the infrastructure.



PART ONE: GENERAL RULES

NFFA-Europe provides a financial contribution towards the travel and subsistence costs incurred by users up to the maximum budget available and according to the following criteria:

- Up to two users per proposal can be supported
- In case of multi-site assignment, each user can be supported for access to a maximum of two different access sites within the same proposal.
- For proposals envisaging periodic access to the same site(s), multiple travels to the same site(s) are allowed for each user; the overall maximum contribution for travel will not exceed 400€ per person and site, the overall contribution for subsistence will be 70€ per person for a max number of days as determined by the total UoAs assigned.
- The overall duration of each access has to be coherent with the number of UoAs assigned (i.e. a two-weeks stay cannot be supported for a user who is granted 5 UoAs).
- An explicit request for support must be included in the proposal, by activating the related option.
- It has to be specified if the request is for travel only, for subsistence only or for both, and for one or two (maximum) users.
- When support is asked for two users, it is possible to submit a request for different contributions (e.g. travel only for one user, travel and subsistence for the other).

Users should arrive/depart as close as possible to the beginning/end date of the access session. One day before and one day after the scheduled access are considered acceptable and shall be reimbursed. If users anticipate/extend their stay no additional subsistence costs will be reimbursed. Travel costs will be reimbursed only if the extension is due to activities on the same scientific topic complementary to the NFFA-Europe access session. In such case users are required to justify the extra days with a note in the reimbursement claim.

Users who are notified by Central TLNet they are eligible to receive reimbursement for travel and subsistence expenses from NFFA-Europe may:

- Either anticipate all expenditures and afterwards claim for reimbursement or
- Ask Access Provider's Administration for pre-payments on condition that such option is foreseen by their internal rules and is made available (Look out for it in the instructions received and/or consult Access Provider's website).

No reimbursements shall be paid to Users' Administrations for pre-payments made on behalf of their employees.

In case the actual expenditures incurred by users for transnational access exceed NFFA-Europe's established ceilings, the latter may ask their Administrations for refund of the excess amount or of the total amount, in the latter case renouncing to be reimbursed by the access provider.

To avoid double refunds, true copies of original bills, receipts etc. may be released by Access Providers' Administrations only on condition the User's Administration declares the share of cost they are going to refund.

In case the actual expenditures incurred by users for transnational access are inferior to NFFA-Europe's established ceilings, no extra money will be paid to reach the established ceilings.



Travel Expenses

Upon notification of being awarded the access period, the user should promptly purchase travel ticket/e-ticket in order to get the lowest fares.

Only one round-trip ticket per user can be supported up to a ceiling limit of **400 Eur**. In case of multi-site assignment, each of the two users can receive support for access to two NFFA-Europe sites with a maximum contribution of **400 Eur** per accessed site. The total max contribution for proposals envisaging periodic access to the same site(s), i.e. multiple travels to the same site(s), will not exceed **400 Eur** per person and per site. The contribution can in no case exceed the actual travel cost effectively incurred, i.e. if the cost of travel is lower than 400 Eur, the user will get the cost actually paid.

Users must hand over to the Access Provider's Administrations all original documentation for reimbursement. Documents can be handed in or shipped by post no later than 60 calendar days after the access end. Failure to comply with this timeframe will absolve the access provider from any obligation to reimburse travel expenses.

Air Travel

NFFA-Europe access providers will reimburse to each authorized user a single return economy class airfare for one person for each authorized access session. Whenever available, booking of low-cost flights is recommended.

Original tickets OR e-Ticket OR original invoices AND boarding cards must be collected by each user and sent to the access provider in charge of the reimbursement. The invoice must clearly show information relating to the date of the journey, the price and the class of travel.

Travel by Railway

Train: preferred fares are based on the shortest and cheapest routes.

Original tickets OR e-Ticket OR original invoices must be collected by each user and sent to the access provider in charge of the reimbursement. The invoice must clearly show information relating to the date of the journey, the price and the class of travel.

Meals and Accommodation

A maximum contribution of **70 Eur** per person per day can be granted for subsistence (i.e. meals and accommodation).

As for the subsistence users are invited to seek cheap accommodation arrangements and to avail themselves of cafeteria, canteens located in the campus, IF ANY, and local restaurants.

Subsistence costs may be supported for: working days during the access session(s), one day before and one after the scheduled access, weekends falling in between the working days if required by the scheduled access.

These general rules set by NFFA-Europe are in force and must be observed by all users along with additional rules and procedures that are established by the access providers. Users therefore must comply as well with the specific internal regulations of the sites they are assigned to.



PART TWO: USERS TRAVELLING TO CNR-IOM

This section provides general information on site logistics and illustrates the specific rules that apply and are in force at CNR-IOM.

Directions and accommodation

Access site

CNR-IOM

Edificio MM, c/o Area Science Park - Basovizza Strada Statale 14 km 163,5
34149 Trieste (Italy)

Email: secretariat@nffa.eu

Phone +39 040 375 6411 Fax +39 04 22 67 67

Accommodation

Users shall make their own reservation (please see instructions on reimbursement of Access expenses below). Accommodations nearby CNR-IOM:

- Center Hotel&Dependance, Basovizza, <http://www.centerhotel.it/> (around 45-60 Eur / single room - breakfast included) **NOTE:** Rooms are available at a reduced price for NFFA-Europe users. Please qualify as NFFA-Europe user when making your booking and when asking the bill.
- Pepi Hotel, Basovizza, <http://www.hotel-pepi.it> (around 21-52 Eur / single room - breakfast included)
- Aura Bed & Breakfast, Basovizza <http://www.aura-affittacamere.it> (around 40-45 Euro / single room - breakfast included)

How to reach us

CNR-IOM is located in Basovizza, on the outskirts of Trieste, very close to the border with Slovenia. It is served by [Trieste airport](#), which is only 46 km far and offers regular flights to Munich and London. The most important European hubs can also be accessed from [Venice](#), [Treviso](#) and [Ljubljana](#) airports, which are also at close distance.

How to reach Trieste from the local airport

From Trieste airport, located in Ronchi dei Legionari, you can reach the town by public transport, by shuttle services or by car.

By public transport

APT direct Coach Service 51 runs from/to the airport to Trieste Centrale Railway Station. Click here for the timetables.

Tickets can be purchased at:

- the airport:
 - from the 24-hour automatic ticket machines, located inside (arrivals hall of the passenger terminal, next to the main exit door) and outside the airport (on the covered walkway, in front of the bus stops)



- at the tourist information counter - Infopoint Turismo FVG (arrivals hall of the passenger terminal)
- Trieste city coach station

By shuttle services

GOOPTI and SCIENCE-BUS are sharing shuttle services with other passengers with competitive prices. For more info and bookings go to: <https://www.goopti.com> and <http://www.science-bus.com>.

By car

Follow road Strada Statale 14 via Monfalcone, Duino, Sistiana to downtown Trieste OR

Take A4 motorway from "Redipuglia - Monfalcone ovest" to Trieste. Take exit "Padriciano" and follow directions to Basovizza to reach CNR-IOM directly.

How to reach Trieste by train

By train Trieste has rail connections with every major city in Italy and the rest of Europe. The main train station (Stazione F.S.) is in central Piazza Libertà. For timetables, booking and ticket purchase please refer to: <http://www.trenitalia.com/tcom-en>.

How to reach CNR-IOM from downtown Trieste

By public transport

There are regular city service buses (N. 51 and 39) that travel from Trieste central railway station to the Elettra Campus, where CNR-IOM is located, or the village of Basovizza, which is about 10 km far from downtown Trieste. The bus stop can be found in Piazza della Libertà, the square facing the station. Tickets can be purchased at the newspaper kiosk or at the automatic ticket machine in front of the railway station main entrance. It takes about 20 to 25 min to reach destination. Timetables can be found [here](#). Please be aware that "Feriale" refers to working days, "Festivo" to Sundays or National holidays (25/04, 1/05, 3/06, 1/11, 8/12) or City holidays (3/11). Note also that bus N. 39 stops in Basovizza (1.5 km from the lab) and only few rides, marked with "A", reach the Campus.

By car

Driving directions from Piazza Libertà to Basovizza can be found [here](#).

Before accessing CNR-IOM premises

Please be informed that in order to access CNR-IOM premises, it is **MANDATORY** for all users to provide a declaration by their employer administration attesting that all employees are covered by a full Civil Liability and working accident insurance policy.

This declaration must clearly state legal name of insurance company, number and expiry date of both insurance policies.

In case a user is not covered by any insurance, s/he must open an insurance policy.



Users are **recommended** to have a health insurance policy, whether private or issued by a national/regional Health organization/institution in their country of origin, though this is not a mandatory requirement.

Below listed documents are to be returned A.S.A.P. and in no case later than 14 days prior to the starting date of the access session via email to useroffice_cnr@nffa.eu:



1. Insurance coverage declaration by employer administration (NO HEALTH INSURANCE, please)
2. User personal data sheet
3. PDF copy of a valid identification document

BEWARE: You should by now have already sent your *User agreement declaration* to tlnet@nffa.eu. If not, please provide immediately.

Eligible expenses

In addition to the general rules and the ceilings for reimbursement stated in Part One of this document, as far as travel expenses are concerned, CNR-IOM will reimburse ONLY expenses incurred by users for transportation from the place of departure to the place of destination (flight and/or train, coaches, shuttles, local busses ...). No other means of transportation will be considered eligible for reimbursement (i.e. private/rented cars, taxi). Local transportation expenses incurred during the stay are not eligible.

Accommodation and meals will be reimbursed on the basis of the actual costs incurred, in the form of hotel bills, meal receipts etc., within the general limit of 70,00Eur per day per person. Please note, only two meal receipts are eligible for reimbursement per day.



In case the actual expenditures for transnational access exceed NFFA-Europe's established ceilings, users may either accept partial cost coverage from access providers or claim full refund from their own home organisations. Please be aware that to guarantee the avoidance of double funding, CNR-IOM will **not return nor produce true copies** of original bills, tickets, receipts etc.



Users should plan ahead their trips and, when claiming refund, pre-calculate and verify their own daily expenses. In such way they would be able to submit only original documentation that does not exceed the daily ceiling and therefore can be entirely refunded either by the host access provider or by the user's own administration. Should home Institutions not allow refund, NFFA-Europe shall reimburse subsistence costs but only partially, not exceeding the ceilings and with no return of originals. In case the actual expenditures incurred by users for transnational access are inferior to NFFA-Europe's established ceilings, No extra money will be paid to reach the established ceilings.

Reimbursement procedures

Requests for reimbursement and original documents attached will have to be sent within 60 calendar days after the access session to:

CNR-IOM
Attn NFFA-Europe User Office
Strada Statale 14 km 163,5
34149 Trieste (Italy)

All payments will be made by electronic bank transfer and will be concluded within 90 calendar days from receipt of the requests and documentation.



Requested documentation

To claim reimbursement, each user has to provide:

1. Completed, signed and dated form 'Richiesta rimborso spese missione / Refund Claim Form'. Only the original signed form will be accepted.
2. Original tickets OR e-Ticket OR original invoices. Boarding passes must also be provided. The invoice must clearly show information relating to the date of the journey, the price and the class of travel.
3. Original receipts for accommodation and meals. Dates of stay and type of room have to be specified in the accommodation receipt. Beware: Only two meal receipts per day are eligible. Tip: Ask your Hotel not to charge separately room cost and breakfast cost but to merge them into one only entry in the invoice, otherwise it counts as a meal receipt
4. Personal Data Information Sheet, inclusive of bank account details - to be returned filled in. For bank accounts in Euro always indicate Bank account holder, Bank name, IBAN code, SWIFT/BIC codes. For bank accounts in currencies other than Euro, indicate Bank account holder, Bank name, SWIFT/BIC codes plus the same data of any intermediary bank.
5. PDF copy of a valid identification document.

Notice: All original evidence of expenditures is to be stapled onto sheets of paper and attached to the claim form. Loose items may get lost or misplaced. TIP: In any event, make photocopies of all original documentation for any tracking purpose.

Lastly, every user's publication has to acknowledge CNR as host institution and access provider of the facility used. Information on EU funding must be also made visible by quoting the following sentence:

This project has received funding from the EU-H2020 research and innovation programme under grant agreement No 654360 having benefitted from the Access provided by CNR in ... within the framework of the NFFA-Europe Transnational Access Activity.

Users are welcomed to contact the user office in Trieste for more information on reimbursement rules and procedures by sending an e-mail to useroffice_cnr@nffa.eu.

Post-Access requirements

At the end of their access to NFFA-Europe Installations, users will be asked by Central TLNet Office to fill in and return the following two questionnaires:

User's Satisfaction Questionnaire

The report takes the form of a template with a fixed set of open questions, each with three boxes which express different degrees of satisfaction. The user is asked to tick the box which mostly corresponds to his/her degree of satisfaction.

This report serves the purpose of providing NFFA-Europe with feedback on the scientific and technical quality of the access and assistance provided, on the scientific and technical reliability of their facilities used, on the procedures adopted etc. It serves also to prevent that issues of unsatisfaction become issues of risk management that require mitigations measures.



User's Report

The report also takes the form of a template with a fixed set of open questions.

This report serves the purpose of providing feedback on the scientific impact of user access to NFFA-Europe facilities (objectives of experiment, sample or material description, measurements summary, data produced, discussion and results, follow-up, outcome...).

Useful contacts

NFFA-Europe useroffice@ CNR-IOM

For all matters concerning reimbursements

Email: useroffice_cnr@nffa.eu

Templates and forms

All templates and forms can be downloaded [here](#).