

General regulations for Travel Costs Reimbursement for TA users at DESY

Daily Allowance

TA users get a daily allowance, which corresponds to a lump-sum of:

- 24 € per day (in case of 24 hours), 12 € per day (in case of more than 14 hours) and 6 € per day (in case less than 14). From the 15th day of the stay, a separation allowance of € 7.17 daily will be paid. For married and cohabitated users a separation allowance of € 10.76 will be paid.

Travel Costs and Flight Costs

TA users will get reimbursed for the lowest class of travel expenses (2nd class rail tickets, economy class tickets for flights) for the travel and flight costs from the home institute to DESY and from DESY back to the home institute. In exceptional cases, travel expenses from or to another institute than the home institute will be reimbursed (it shall be pre-approved and these costs do not exceed the fictional travel or flight costs to or from the home Institute).

Use of Private Cars

Generally TA users are required to take public transportation for their travel. If the use of a car is unavoidable due to heavy equipment or similar reasons, TA 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 kilometre plus € 0.02 per passenger and kilometre.

If at the time of applying for travel reimbursement the above reasons were not yet available 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 kilometre. However, this is only to the extent of € 130 for the whole journey.

Accommodation Allowance

TA 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, could not be refunded.

Hotel costs will only be refunded up to the lump-sum of 80EUR if the user has been previously rejected by the DESY Hostel (DESY hostel is for example fully booked)!

(Please note that **DESY must always be shown as the addressee on hotel bills**).

Taxi Costs

Taxi costs are only refunded for arrivals or departures before 6:00 or after 22:00. If taxi fares in Hamburg are claimed for taxi rides between 6:00 to 22:00, 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 22:00 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.

Receipts

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

Please pay attention!

The travel costs can only be refunded after the completed, signed and stamped (by the home institution) form "Travel Expense Statement". At the same time the form "Confirmation of Beamtime", signed by all members of the group and project leader, has to be available.

All documents, including completed form and all original receipts, have to be submitted not later than 6 months after the experiment to the following address:

Natalia Potylitsina-Kube

-FHR-

*Deutsches Elektronen-Synchrotron DESY
Notkestraße 85
D-22607 Hamburg*

After sending us your claims it takes usually about up to three months to prepare a final payment. To track the status of your refunding: the link to the according page will be sent to you later on per email.

Short remarks for “Travel Expenses Statement” form

1. At the top of the form

Please indicate under “Project/group” **AIDA2020 TA**. Under “Beamline/experiment” please write TA Project acronym (given to you by TA-coordinator).

2. Under “Accommodation” (Nr.4)

Please tick “no”, in case your accommodation expenses do not exceed 80EUR/night and attach the according invoice. Otherwise please indicate the suitable reasons.

3. Payment (Nr.8)

Here will be specified the bank details of beneficiary. Usually it is a traveller, but

- a) In case the travel costs have been paid partly by your institution (tickets or any other costs) and partly by you, please fill the form only for your own travel expenses. Amount paid by third party, **which is not one of the AIDA2020-beneficiaries!**, can be refunded as soon as we have an official request for a reimbursement directly from your institution (See Appendix I).

- b) If complete travel costs have been paid by your institution, which is **not one of the AIDA-beneficiaries2020!**, and the reimbursement shall be refunded to your institution, please use an Appendix 1 without to fill in the Travel Expenses Statement form.
Please pay attention that DESY are not allowed to refund PerDiem in this case!

Since the institute of the users is a beneficiary of AIDA2020, it will not be possible to make any refunds from DESY (one EU-Project partner cannot charge another)!

Appendix I

Date: _____

Funding to access AIDA2020 test facilities

Dear Mrs. Potylitsina-Kube,

INSTITUTE NAME confirms that our employee *NAME* has travelled to DESY Hamburg within the AIDA framework. As a member of AIDA2020 TA group, he's been involved in *TA ACRONYM* experiment.

Travel costs (plane tickets) for *NAME* have been paid by *INSTITUTE NAME* as follows:

- 1) Nr of flight____; Date of flight_____ Price_____ EUR
- 2)
- 3)

In total: _____EUR

We ask you to reimburse occurred travel expenses amounted to € and transfer the above-mentioned amount to the following bank account.

Bank name.....

Bank account No:

IBAN or BIC.....

Bank Address.....

Reference text (if applicable).....

All copies of the receipts are enclosed. We also confirm that no identifiable VAT charged therein.

Yours sincerely,