Consiglio Nazionale delle Ricerche
Istituto Officina dei Materiali - Materials Foundry

www.iom.cnr.it

HORIZON 2020

Call: H2020-INFRAIA-2018-2020

Proposal number: 871158

AHEAD2020

Starting date: 2nd March 2020

End date: 1st March 2024

TRANS-NATIONAL ACCESS ACTIVITY

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

A practical Guideline for Users

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Introduction

This guideline is a concise collection of rules and procedures for reimbursing trans-national access travel & subsistence claims to users of AHEAD 2020 Integrated Activities for the High Energy Astrophysics Domain - a Horizon 2020 Research and Innovation Action, submitted under Call H2020-INFRAIA-2018-2020 and coordinated by Istituto Nazionale di Astrofisica (INAF) with Prof. Luigi Piro as Primary Coordinator Contact.

Among its objectives, AHEAD 2020 aims at offering to individual researchers or teams of researchers, from both academia and research institutions, public and private, industry included, 'free of charge' trans-national access to one infrastructure among those operated by the Partners.

Scope

The transnational access (TNA) program of AHEAD 2020 allows access to the best European test and calibration facilities and training/mentoring on X-ray data analysis and computational astrophysics at astronomical institutes and data centres. Moreover, it offers scientists and engineers at all expertise levels to visit European institutes of their choice through our visitor program call. Proposals will be peer-reviewed by specific AHEAD2020 selection panels and ranked according to their merit. The access costs for the selected facility will be covered by AHEAD2020 and travel and subsistence costs incurred by the awarded applicants.

The TNA offer covers a range of possible applications and needs, including:

- one big thermal vacuum chamber (FOCAL2 at CSL, Université de Liège, Belgium)
- two shakers (at CSL, Université de Liège, Belgium and Cosine Research, Neatherlands)
- a facility for testing thin filters (BBOTOC at CSL, Université de Liège, Belgium)
- a suite of synchrotron-based installations (BABE at CNR-IOM) for photonic characterization and microscopic diagnostics of optical elements, optical devices and related constituent materials in a wide energy range
- gamma/hard X-ray and soft X-ray general-purpose beamlines (at LARIX, Università di Ferrara, Italy and XACT, INAF, Palermo, Italy, respectively)
- a soft X-ray beamline specialized for Silicon Pore (SP) optic testing (BeaTRiX, INAF, Brera, Italy).

PART ONE: GENERAL RULES

This section provides information on how AHEAD 2020 funds are used to support the travel and subsistence costs incurred by the awarded applicants.

Successful proposers will be refunded of the travel and subsistence expenses incurred by the team, consisting of a maximum of 3 (three) guest users. According to EU rules, this allows one of the three members to be of the same nationality of the country hosting the facility.

The travel costs must be in line with the beneficiary's usual practices on travel, and each institute will use the rules they usually use for travel claims. Therefore, before you spend any money, you should contact the access provider to establish what rules you should follow and how to make a claim.

AHEAD does not commit to refunding travel claims not pre-approved by the budget holder.

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Travel must be pre-approved.

An estimate of the cost of the trips is required when requesting the travel.

An email request and email confirmation is sufficient at this stage.

Users should write to the facility contact person (Elena Magnano magnano@iom.cnr.it) and the WP leader (Salvatore Sciortino, salvatore.sciortino@inaf.it).

PART TWO: USERS TRAVELLING TO BABE @ CNR-IOM

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

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, the access provider will refund no additional subsistence costs. Travel costs will be reimbursed only if the extension is due to activities on the same scientific topic complementary to the AHEAD 2020 access session. In such a case, users must justify the extra days with a note in the reimbursement claim.

Travel Expenses

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

AHEAD can support only one round-trip ticket per user up to a ceiling limit of 500 Eur. The contribution cannot exceed the actual travel cost effectively incurred, i.e. if the cost of travel is lower than 500 Eur, the user will get the cost paid.

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

Air Travel

AHEAD 2020 BABE @IOM-CNR access providers will reimburse a single return economy class airfare for one person. Whenever available, booking low-cost flights is recommended.

Original tickets OR e-Tickets 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 AND boarding cards, if any, 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 100 Eur per person per day can be granted for subsistence.

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

AHEAD supports subsistence costs incurred on working days during the access session(s), one day before and one after the scheduled access: on weekends falling in between the working days if required by the planned access.

Directions and accommodation

Access site

BABE @ CNR-IOM

BACH and BEAR beamline @ Elettra Sincrotrone Trieste
c/o Area Science Park - Basovizza
Strada Statale 14 km 163,5
34149 Trieste (Italy)

Accommodation

Users shall make their reservations (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)
Pepi Hotel, Basovizza, http://www.hotel-pepi.it/ (approximately 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. Users can also reach the most important European hubs from Venice, Treviso and Ljubljana airports, which are also close.

How to reach Trieste from the local airport

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

By public transport

Trains from/to Trieste airport Railway Station to Trieste Centrale Railway Station are available. Click here for timetables.

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

By shuttle services

GOOPTI and SCIENCE-BUS are sharing shuttle services with other passengers at 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 purchases, 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) 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. Users will find the bus stop in Piazza della Libertà, the square facing the train station. They can purchase tickets at the newspaper kiosk. It takes about 20 to 25 min to reach the destination. Timetables are available 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).

By car

Driving directions from Piazza Libertà to Basovizza can be found here.

Before accessing

Please be informed that 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 total Civil Liability and working accident insurance policy or a self-declaration affidavit.

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

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

Users are recommended to have a health insurance policy, whether private or issued by a Health organization/institution in their country of origin.

Below listed documents are to be returned ASAP and in no case later than 7 days before the starting date of the access session via email to useroffice@iom.cnr.it:

- **Insurance coverage declaration** by employer administration or **self-declaration affidavit**
- **User personal datasheet**
- A PDF copy of a valid identification document

Access to Elettra site and COVID-19 requirements

To be admitted to the Elettra site, you have to fill in an 'access request' through your account on the VUO before your arrival. When you arrive at Elettra, the guardian will ask you to fill a self-declaration for COVID-19 emergency. You can download it in advance on the website: https://www.elettra.eu/activities/spp/covid19.html

For access to IOM-CNR, you need to fill in and send to covid19@iom.cnr.it the access request that you find on the website: https://www.iom.cnr.it/generic-pages/covid19 indicating the dates of your arrival and departure.

For BACH beamline, you should read, sign and send to magnano@iom.cnr.it the BACH safety rules you can download here:
https://www.elettra.trieste.it/images/Documents/BACH/Files_PDF_ZIP/BACHSafety.pdf

Eligible expenses

As far as travel expenses are concerned, CNR-IOM reimburses expenses incurred by users for transportation from departure to the place of destination (flight and/or train, coach, shuttle, local bus). Rented cars during users stay are eligible for reimbursement ONLY if motivated adequately concerning the cost-effectiveness of choice (absence of local transportation and need to quickly reach the place of mission, transport of bulky equipment, etc.).

Accommodation and meals will be reimbursed based on actual costs incurred, in the form of hotel bills, meal receipts, within the general limit of 100 Eur per day per person.

It may happen that travel tickets, meals and accommodation bills, receipts, etc., exceed the fixed ceilings. In such a case, the user has two choices: (i) either renounce the refund of the share of cost exceeding the ceiling; or (ii) ask another funding authority (for instance, home institution) for the refund of the entire receipt.

Reimbursement procedures

Requests for reimbursement with enclosed original documents are to be sent no later than 60 calendar days after the access session to:

CNR-IOM
Attn User Office
c/o Area Science Park – Basovizza
Strada Statale 14 km 163,5
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All payments will be arranged by electronic bank transfer and will be concluded within 60 calendar days from receipt of the requests and documentation.

Requested documentation

To claim reimbursement, each user has to provide:

- Completed, signed and dated form **Reimbursement request**. Only the original signed form will be accepted. Assistance will be provided during the user stay on how to fill in the form.
  Original tickets OR e-Ticket OR original invoices, along with 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.
  Original receipts for accommodation must display dates of stay and room category, whereas meal receipts must display days of consumption and food eaten.
- The **User Personal Data Sheet** must be returned, filled in, and duly signed.
  The bank account details form must be returned, filled in and duly signed.

Notice: All original evidence of expenditures must be stapled onto sheets of paper and attached to the claim form.

Users are welcome to contact the users' office in Trieste for more information by emailing **useroffice-ahead@iom.cnr.it.**