

EUDET Transnational Access: some administrative aspects



The access is granted on the basis of your proposals, which will be reviewed by our selection board.

Who is eligible?

To be eligible to benefit from access to the EUDET **infrastructures**, a **user group** must satisfy the following two conditions:

- both the user group leader and the majority of the users must come from **Member States or Associated States**;
- both the user group leader and the majority of the users must come from a country other than the country(ies) where the legal entity(ies) operating the infrastructure is(are) established (i.e. people from German institutes are not eligible to travel to DESY)

Concerning the moveable installations of TA2 these rules apply with respect to the country in which the installation is to be used.

User group: means a research team of one or more researchers possibly from different institutions

Infrastructure: DESY test beam, BTELE, TPC, SI-TPC, SI-STRIP, CALO

Member States

Belgium
Bulgaria
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Ireland
Italy
Latvia
Lithuania
Luxembourg
Malta
Netherlands
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Sweden
United Kingdom



Associated States

Croatia, Iceland, Israel, Liechtenstein, Norway, Switzerland, Turkey



How to apply for access

The final proposal should include the following topics:

- ✓ Name and institute of the group leader
- ✓ Introduction
- ✓ Motivation/ description of the scientific background and planned program
- ✓ People and funds (incl. start and duration of the planned experiments).

Examples of approved TA-proposals from 2008 you can find on the EUDET WEB under

EUDET -> Activities -> TA (TA1, TA2) -> TA2-Projects

Shortly after submission of your proposal you will obtain assigned number for your project and the application form to be filled out.

The filled form should be signed by the group leader and sent to Natalia P-K.



Application for Reimbursement of Travel Expenses

Please send to:
Natalia.Potylytsina-Kube@desy.de,
DESY Notkestr. 85,
D-22603 Hamburg
(or by Fax: +49 40 8998- 1812)

EUDET-Project No.: <i>TA-assigned number</i> <i>(e.g BTELE-200x-yz or TPC-200x- yz)</i>	Destination: <i>DESY/CERN</i>
	Project Duration: from: <i>xx</i> to: <i>yy</i> <i>(Dates from your proposal)</i>

Project Leader

Name: <i>John Smith</i>	E-Mail: <i>smith@ta.com</i>
Institution/Company: <i>Austrian Academy of Sciences</i>	Home Inst. Type¹ <i>RES</i>
Department: <i>High Energy Physics</i>	Street: <i>abcd-street 18</i>
Post Code <i>1234</i>	Town <i>Wien</i>
	Country² <i>AT</i>
Phone: <i>11111</i>	Fax: <i>111112</i>

Choose one of the following options: <input checked="" type="checkbox"/> I will be a member of the party and apply for reimbursement. <input type="checkbox"/> I will be a member of the party, but I do not apply for reimbursement. <input type="checkbox"/> I will not be a member of the party.	Gender (F or M) <i>M</i>	Year of Birth <i>1975</i>	Nationality² <i>AT</i>
	New User (Y or N)³ <i>N</i>	Research Status⁴ <i>PDOC</i>	Estimated costs € <i>1100</i>
	1. Scientific Background⁵ <i>PHY</i>	2. Scientific Background⁵	3. Scientific Background⁵

Other Group Members

Name: <i>Kate Template</i>	Gender (F or M) <i>F</i>	Year of Birth <i>1975</i>	Nationality² <i>GB</i>
Institution address and type, if it differs from project leader: <i>RAL, Harwell campus, Didcot, UK</i>	New User (Y or N)³ <i>Y</i>	Research Status⁴ <i>PGR</i>	Estimated costs € <i>1200</i>
	1. Scientific Background⁵ <i>ENG</i>	2. Scientific Background⁵	3. Scientific Background⁵
Name:	Gender (F or M)	Year of Birth	Nationality²
Institution address and type, if it differs from project leader:	New User (Y or N)³	Research Status⁴	Estimated costs €
	1. Scientific Background⁵	2. Scientific Background⁵	3. Scientific Background⁵

Comment: *XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX*

By filling in the present form you express your consent to fulfil the additional European Commission (EC) reporting requirements and to the collection and the treatment of your personal data solely for the management of the EC contract. In particular, your data will be sent to the EC for reimbursement procedure. The clearing procedure for the travel expenses is processed as prescribed by law (Hamburg Travel Expense Allotment Act: "Hamburgisches Reisekostengesetz (HmbBRKG)"/German Federal Government travel expense act (BRKG)). You confirm with your signature that the above travellers do not have the possibility to receive financial support for the applied travel expenses from other sources.

Date: *xx.yy.2009*

Signature of the project leader: *J.Smith*

Stand 04-10.2007

The estimation of costs could be calculated as
“Travel costs + ca 40/day“

The reimbursement will be made after the project on the basis of original receipts

Please be aware that reimbursement of using rental or private cars will be made only with pre-approval of their using.



Obtaining EUDET TA Funding

Timely after your project please fill out the form “Travel Expenses” and send it to me via mail to the following address:

Natalia Potylitsina-Kube

DESY

***Notkestr. 85 (Geb.01C / 288, by FLA)
22607 Hamburg***

This form exists only in paper form, therefore you will obtain it either via mail or you can pick it up from me or Ingrid.

Below you can see one example of the filled out and signed form „Travel expenses claim“ (you can find the examples later also on the WEB)

Please fill in block letters!

Project name: EUDET, Infra-200x-xx
Purpose of visit: Infra-200x-xx

DESY · Notkestrasse 85 · D-22607 Hamburg
Name of institute: Austrian Academy of Science
Name of applicant: John Smith
Address: abcd-street, 18

EU Project: yes no
 married: yes no
 own household: yes no

Datum/Handz.
 Eingang bei der Reisekostenstelle: _____
 Buchungsjahr: 200
 Konto: _____
 Kostenstelle: _____

Tel.: 11111 Fax: 11112
 email: john.smith@inst.com

To be sent to the responsible project leader of DESY

1. Trip details

Place of departure: ~~Wien~~ Wien
Destination: CERN

Outward trip	Date	Time	<input checked="" type="checkbox"/> from home <input type="checkbox"/> from office	Return trip	Date	Time	
start:	XX	:		end of business:	yy	:	
scheduled time of departure:				scheduled time of departure:			
border crossing:				border crossing:			
arrival:	XX	:		arrival:	yy	:	<input checked="" type="checkbox"/> home <input type="checkbox"/> to office
start of business:	XX	:		end:	yy	:	

2. Travel expenses (indicate currency of expenses)

Car: private yes no hire charges: _____
 rented yes no charges: Euro 520,00

Rail: ticket: _____ supplements/sleeper: _____

Flight: ticket: _____

name of the driver:	km	x	=
John Smith			
names of additional passengers:	km	x	=
Kate Temple			
	km	x	=

3. Trips to and from station or airport

public transportation: _____ taxi) _____ private car _____ km

4. Accomodation costs:

yes no

to 2., 3., 4. and 5. Originals are to be attached

5. Additional expenses*)

_____ *) details necessary (blue copy)

conference fee: _____
 charges for visa: _____
 others: _____

6. Tagegeld

Übernachtungsgeld

_____	Tage	à	_____ €	=	_____
_____	Tage	à	_____ €	=	_____
_____	Tage	à	_____ €	=	_____
_____	Nächte	à	_____ €	=	_____
_____	Zuschuss zum Übernachtungsgeld		_____ €	=	_____
_____	x Trennungstagegeld	à	_____ €	=	_____

7. Deductions

cost-free meals: no yes
 cost-free accomodation: no yes
 meals taken on site: no yes CERN canteen
 additional details necessary (page 4)
 subsidy from another party: _____

Summe (Ziffer 2-6)

+ Abzüge (Ziffer 7)

Auszahlung

8. Payment

bank account no.: _____
 account holder: _____
 name of bank: _____
 IBAN: _____
 BIC or SWIFT code: _____

Your banking details

Wörtlich:

Sachlich richtig und festgestellt / Datum:

Angewiesen:

Gesehen:

The above details are correct to the best of my knowledge:

Date, Signature
 (date and signature of applicant)

DESY-Unterschrift:

Additional explanation to the reimbursement of your project



ALL RECEIPTS ARE REQUIRED!

All reimbursable original receipts/invoices/records must be attached to the travel expenses form (*e.g. tickets for public transportation, train tickets, air tickets/e-tickets incl. boarding cards, etc.*)

Costs which cannot be proven by receipts etc. are not reimbursed by DESY

Transportation

➤ Using of private car/ rental car

Reimbursement will be made only upon pre-approval, with giving good reasons to use a private car (*e. g. to transport equipment or the lack of alternative means of public transportation*).

In case of approval your transportation costs will be reimbursed as € 0.30 per kilometer.

Without pre-approval: € 0.20 per kilometer, but only up to a maximum limit of € 130.00

Rental car: petrol+ rental charges



TA journeys in connection with some other business at the place of the TA/infrastructure

Please inform us per email if the dates which will be indicated in some of your transportation receipts will not coincide with the time given in the confirmation of the beam time form for more than 5 working days

Daily & accommodation allowance

➤ Per diem rates

DESY: up to 24Euro CERN: up to 42Euro

➤ Accommodation

DESY: up to 80EURO CERN: up to 110 euro

These accommodation rates will be counted without any additional explanation

The last form we need is Confirmation of Trans-national Access/ Beam time. You can download it from EUDET WEB and send it to me per fax as soon as it is signed.

And now I wish you all TA-success!