

# NEPHEWS

## Rules and procedures on how to claim travel and accommodation costs incurred within the NEPHEWS support programmes at **SOLARIS**

*A practical guideline for Users*

This guideline collects all NEPHEWS reimbursement rules and procedures applied in SOLARIS.

These rules apply to all programmes implemented under NEPHEWS (TNA, ESR, TWINNING).



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## General rules and procedures

# TNA PROGRAMME

1. SOLARIS will reimburse expenses for travel and accommodation up to two users per granted and qualified for the program beamtime proposal.
2. The maximum contribution per person is 600€ for travel expenses. The user must provide evidence of the travel expenses (ticket invoice/receipt, boarding cards).
3. The maximum contribution for accommodation per visit is 450€. User must provide evidence of original accommodation claims (hotel invoice).
4. The travel and accommodation support is limited to the period of the scheduled beamtime. Up to two additional days each for preparation of experiments and post beamtime activities can be supported (if necessary). SOLARIS covers expenses up to 1 week (max. 6 nights) of accommodation per person.
5. Costs for shipment or transportation of equipment or samples cannot be covered.
6. It is the responsibility of the Group Leader (Main Proposer) to identify (recommend) users who will apply for financial support. It should be done on the "TNA PROGRAMME - registration form". It is available for download at the bottom on this page. Persons who are not listed in this form and in the "Final Member Declaration form" are not eligible for expenses reimbursement.
7. Users who will apply for a refund are also obliged (after their visit to SOLARIS) to complete, sign and send the "TNA PROGRAMME - evaluation form" and "NEPHEWS - reimbursement form". Both forms are available at the bottom of this web page.

## TWINNING PROGRAMME

1. The maximum contribution per person is 600€ for travel expenses. The user must provide evidence of the travel expenses (ticket invoice/receipt, boarding cards).
2. The maximum contribution for accommodation per visit is 450€. User must provide evidence of original accommodation claims (hotel invoice).
3. The travel and accommodation support is limited to the period of the scheduled beamtime. Up to two additional days each for preparation of experiments and post beamtime activities can be supported (if necessary). SOLARIS covers expenses up to 1 week (max. 6 nights) of accommodation.
4. User who will apply for a refund are also obliged (after their visit to SOLARIS) to complete, sign and send the "TWINNING PROGRAMME - evaluation form" and "NEPHEWS - reimbursement form". Both forms are available at the bottom of this web page.

## ESR PROGRAMME

1. The maximum contribution per person is 600€ for travel expenses. The user must provide evidence of the travel expenses (ticket invoice/receipt, boarding cards).
2. The maximum contribution for accommodation per visit is 450€. User must provide evidence of original accommodation claims (hotel invoice).
3. The travel and accommodation support is limited to the period of the scheduled visit. SOLARIS covers expenses up to 1 week (max. 6 nights) of accommodation.
4. Researchers who will apply for a refund are also obliged (after their visit to SOLARIS) to complete, sign and send the "ESR PROGRAMME - evaluation form" and "NEPHEWS - reimbursement form". Both forms are available at the bottom of this web page.

## Common rules for all programmes

1. Users cover all expenses themselves (such as plane tickets, train tickets, local transport tickets, accommodation invoices). Refund is made after sending correctly completed documentation.
2. If travel and accommodation expenses exceed the established limits (indicated above), users have to accept the partial refund of the costs, renouncing to the refund of the exceeding amount.
3. Only users / researchers whose place of affiliation is in a country other than Poland can apply for financial support at SOLARIS.
4. No daily allowance will be granted.
5. Users who have received or will receive funds for the same purpose from other sources cannot apply for financial support under the NEPHEWS project.
6. All tickets and receipts (hotel, flights) need to indicate the name of the person that claims reimbursement.
7. Users must hand over to the SOLARIS all original documentation for reimbursement. Documents can be handed in or shipped by post no later than 60 calendar days after visit ending date. Claims arriving after such date will not be processed. Payments will be sent via bank money transfer, normally within three months after receiving the documentation.
8. Please send the completed and signed forms together with all original receipts and tickets to:  
SOLARIS User Office  
Czerwone Maki 98  
30-392 Kraków  
Poland  
  
"NEPHEWS reimbursement"

## Travel Expenses

- Upon notification of being awarded the financial support, the user should promptly purchase a travel ticket to get the lowest fares.
- Users must provide evidence of the travel (ticket invoice, boarding cards) incurred only on the onward and return journey. No reimbursement is due for the local transportation costs incurred in the in-between days.
- Taxi or rental car costs are not reimbursed.

<i>Air Travel</i>	<ol style="list-style-type: none"> <li>1. Solaris will refund a single round-trip economy class airline ticket to qualified users. If possible, it is recommended to book cheap flights.</li> <li>2. Original tickets or e-Ticket or original invoices and boarding cards must be collected by each user. The invoice must clearly show information relating to the date of the journey, the price and the class of travel.</li> </ol>
<i>Railway</i>	<ol style="list-style-type: none"> <li>1. The preferred fares foresee the shortest and cheapest routes (second class).</li> <li>2. Original tickets or e-Ticket or original invoices must be collected by each user. The invoice must clearly show information relating to the date of the journey, the price and the class of travel.</li> </ol>
<i>Other</i>	<ol style="list-style-type: none"> <li>1. Local transportation means such as airport shuttles, bus coaches are not eligible for reimbursement.</li> </ol>

## Accommodation

- The support will cover the costs of accommodation including breakfast and local tax. SOLARIS reimburses for a single occupancy cost of a standard room. Travellers should always select a hotel that is most economical.
- Users are asked to look for economical accommodation offers.
- Accommodation costs will be reimbursed also on weekend days, only if the weekend days are actually worked as required by the scheduled visit.
- Original invoice must be collected by each user. The invoice must clearly show information relating to the nature, the date, and the price (also the hotel category).

### Best practice #1

Users are supposed to arrive/depart as close as possible to the beginning/end dates of the access session. One day before and one day after the scheduled access are acceptable and will be reimbursed. If users extend their stay, no additional accommodation costs will be refunded.

### Best practice #2

Tickets, receipts, bills, invoices printed on thermal paper tend to fade away quite soon. It will be the user's responsibility to preserve the legibility of the receipt by producing a PDF scansion or a photograph. Similarly, QR codes that replace boarding passes, air- and train tickets are acceptable. It will be the user's responsibility to produce a readable transcript of the QR code.