Guideline for TNAs and NAs travel support of the RadioNet3

This document is a guideline for travel claims in RadioNet3 in the Transnational Access (TNA) and the Networking Activities (NAs). RadioNet3 maintains the practice of travel reimbursing for TNA and NAs within the boundary conditions of FP7, as it was done by its predecessor RadioNet-FP7.

The total RadioNet3 TNA and NA travel budget is allocated at JIVE and it will be managed by JIVE. Based on the fact that JIVE has no per diem arrangement, claims based on per diem cannot be accepted.

Who can claim?

The RadioNet3 TNA travel funds are available to support the Travel and Subsistence for the TNA users.

The RadioNet3 NA travel funds are available to support the Travel and Subsistence for attendees and organisers of workshops, meetings or conferences.

However we distinguish between:

- Recipients from the RadioNet3 beneficiaries, who are always eligible
- Recipients from other institutions after receiving a letter of invitation from activity chair in advance. (an example of an invitation letter is available on the website)

In all cases – the activity chair must approve and determine the financial support.

IMPORTANT: RADIONET3 WILL NOT REIMBURSE TRAVEL THAT IS NOT AUTHORISED.

What can be claimed?

1. The project office will refund only the actual expenses provided they are economic and reasonable.
   e.g. business class tickets or very expensive hotels are excluded, unless there is a special justification.

2. Costs must be actually incurred. That means that they must be real and not estimated, budgeted or imputed.

   Therefore we recommend to get travel insurance as the EU will not reimburse costs that have been made in advance for trips that have been cancelled due to personal reasons (i.e. illness) or natural calamities (i.e. hurricanes, ash clouds). Please note that the insurance costs are not eligible for reimbursement.

3. Costs must be according to the usual accounting and management principles and practices of the recipient.

   However, this principle could not be invoked in order to deviate from other provisions of the ECGA.

4. All expenses must be supported by the originals receipts.

   When the originals cannot be provided, please support copies and an explanation letter.
Claim procedure

BEFORE TRAVELING

1. Before travelling, request e-mail authorisation for the travel (invitation and/or financial support) from the activity leader (see below for list and contact details of project leaders).

   In the event of no reply, you may contact the RadioNet3 manager (irottmann@mpifr.de).

AFTER THE MEETING

2. Determine the correct work package (WP) number to which this travel is to be charged. WP numbers can be found below.

3. Download the correct RadioNet3 Travel Claim Form, available in a paper and a digital form. Each RadioNet3 activity has its own Travel Claim Form, in which the work package number is already pre-printed on the claim form. These forms can be found on www.radionet-eu.org.

   **NOTE:** this project number is only applicable to authorised travel for RadioNet3 work package only and it cannot be used for purchases of any sort.

IMPORTANT:

when your institute has paid for (part of) your travel, there are two possibilities:

**a)** You fill in the claim form with your own banking information and claim the costs to the RadioNet3 following the procedure. In this case JIVE pays directly to you and you reimburse your institute

**b)** You claim your costs first to your institute and then your institute claim the costs to the RadioNet3 using the claiming procedure.

4. Fill in the form the following information:
   - Destination and reason for claim + dates
   - Your full name, institute name
   - Bank name and address
   - IBAN (International Bank Account Number) code: your bank can provide this information or you can search your bank’s website for “IBAN”.
   - SWIFT address (BIC – Bank Identification Code): your bank can provide this information or you can search your bank’s website for “BIC” or “SWIFT
   - Name of the bank account owner (can be different from your name) and account number
   - Expenses columns: if applicable, fill in used currencies

   **NOTE:** Without correct bank details your claim cannot be paid.

5. To claim your travel you have to enclose (original) invoices and receipts with your claim form. All receipts are required, including accommodation, travel cost (including taxis etc.) and meals. No receipts = No reimbursement.

6. Sign the form and fill in the date

7. Send the form and receipts to the relevant WP leader, who will authorise payment and send it to JIVE. The money will be transferred to your bank account. The sender will be “Joint Institute for VLBI in Europe”

Questions on filling in the form? ➔ Contact the WP leader.

Questions on the status of the claim? ➔ Call +31 (0)521 596524 or e-mail poll@jive.nl
### Networking activities (NA):

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<thead>
<tr>
<th>WP</th>
<th>WP Name</th>
<th>Leader</th>
<th>Budget number</th>
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<tbody>
<tr>
<td>WP2</td>
<td>QueSERA</td>
<td>Huib J. van Langevelde (JIVE)</td>
<td>620310 - 200</td>
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<tr>
<td></td>
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<td><a href="mailto:langevelde@jive.nl">langevelde@jive.nl</a></td>
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<td>WP3</td>
<td>Science Working Group</td>
<td>Tiziana Venturi (INAF)</td>
<td>620310 - 300</td>
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<td></td>
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<td><a href="mailto:tventuri@ira.inaf.it">tventuri@ira.inaf.it</a></td>
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<tr>
<td>WP4</td>
<td>New Skills</td>
<td>Anita Richards (UMAN)</td>
<td>620310 - 400</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:a.m.s.richards@manchester.ac.uk">a.m.s.richards@manchester.ac.uk</a></td>
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<tr>
<td>WP5</td>
<td>MARCUss</td>
<td>Martin Zwaan (ESO)</td>
<td>620310 - 500</td>
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<td><a href="mailto:mzwaan@eso.org">mzwaan@eso.org</a></td>
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<tr>
<td>WP6</td>
<td>ERATec</td>
<td>Reinhard Keller (MPIfR)</td>
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<td><a href="mailto:rkeller@mpifr.de">rkeller@mpifr.de</a></td>
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<td>WP7</td>
<td>Spectrum Management</td>
<td>Axel Jessner (MPIfR)</td>
<td>620310 - 700</td>
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<td><a href="mailto:jessner@mpifr.de">jessner@mpifr.de</a></td>
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### Transnational Access (TNA):

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<td>EVN</td>
<td>Robert Campbell, JIVE</td>
<td>620313 – 100</td>
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<td><a href="mailto:campbell@jive.nl">campbell@jive.nl</a></td>
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<tr>
<td>WP14</td>
<td>e-MERLIN</td>
<td>Simon Garrington (UMAN)</td>
<td>620313 – 300</td>
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<td></td>
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<td><a href="mailto:simon.garrington@manchester.ac.uk">simon.garrington@manchester.ac.uk</a></td>
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<tr>
<td>WP15</td>
<td>100-m RT Effelsberg</td>
<td>Alex Kraus (MPIfR)</td>
<td>620313 – 400</td>
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<td><a href="mailto:aakraus@mpifr.de">aakraus@mpifr.de</a></td>
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<tr>
<td>WP16</td>
<td>LOFAR</td>
<td>Rene Vermeulen (ILT)</td>
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<td></td>
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<td><a href="mailto:rvermeulen@astron.nl">rvermeulen@astron.nl</a></td>
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<tr>
<td>WP17</td>
<td>WSRT</td>
<td>Antonis Polatidis (ASTRON)</td>
<td>620313 – 600</td>
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<td><a href="mailto:polatidis@astron.nl">polatidis@astron.nl</a></td>
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<tr>
<td>WP18</td>
<td>IRAM: PdBI &amp; PV</td>
<td>Roberto Neri (IRAM)</td>
<td>620313 – 700</td>
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<td></td>
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<td><a href="mailto:neri@iram.fr">neri@iram.fr</a></td>
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LIST OF RADIONET POSTAL ADDRESSES

Networking activities (NA):

WP2 QueSERA
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WP3 – Science Working Group
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WP4 – Training for Radio Astronomers
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WP5 – MARCUs
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WP6 – ERATec
Dr. R. Keller
Max-Planck-Institut für Radioastronomie
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WP5 – Spectrum Management
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