



FP6 RadioNet

HOW TO FILL IN THE TRAVEL EXPENSE CLAIM FORM

Travel Claim Forms for Transnational Access (TNA) and Networking Activities (NA) only.

The Joint Research Activities (JRA) travel funds are held by institutes; travel for JRA-related activities are to be reimbursed by your home institute.

ALL TRAVEL MUST BE AUTHORISED IN ADVANCE BY THE CONTACT PERSON/LEADER OF THE RADIONET ACTIVITY THAT WILL PAY FOR YOUR TRAVEL. RADIONET WILL NOT REIMBURSE TRAVEL THAT IS NOT AUTHORISED.

*Items marked with * are compulsory fields - if not filled in, the form will be returned*

1. Before travelling, request e-mail authorisation for the travel from the project leader (see below for list of project leaders/contact people and their contact details). In the event of no reply from the chair of a networking activity you may contact the vice-chair.
2. Download the RadioNet Travel Claim Form (<http://www.radionet-eu.org/policy/>)
3. Determine the correct project number to which this travel is to be charged. Project numbers can be found below. For each RadioNet activity, the project number is already pre-printed on the claim form. **NOTE:** this project number is only applicable to authorised **travel** for this specific RadioNet activity; it is not to be used for purchases of any sort.
4. Fill in the form as completely as possible. Include 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". *Note: fill in either IBAN or SWIFT (BIC) code*
 - SWIFT address (BIC – Bank Identification Code): your bank can provide this information or you can search your bank's website for "BIC" or "SWIFT"
 - Bank account name (can be different from your name) and account number*
 - expenses columns: if applicable, you can fill in different currencies*
5. **Enclose invoices and receipts** with your claim form. All receipts are required, including accommodation, travel cost (including taxis etc.) and meals. Air travel must be booked in economy class unless prior authorisation is obtained from the RadioNet Coordinator.
6. **Sign** the form and fill in the date*

7. Send the form and receipts to the relevant project leader/contact person (addresses are given below). The contact person/leader will then authorise payment to you from JIVE. See below for information on project managers of the various RadioNet activities.

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, JIVE pays directly to you and you reimburse your institute
- b. Your institute sends a copy of the travel invoice to the TNA contact person or NA chair/vice-chair, who will fill in a RadioNet claim form, sign it and send it to JIVE for payment to your institute (mention banking information!).

In both cases, the forms and receipts must be sent to the project leader / contact person, who will sign the form and send it to JIVE

8. Questions on filling in the form? Contact the project leader / contact person. Questions on the status of the claim? Call +31 (0)521 596524 or e-mail secretary@jive.nl
9. The money will be transferred to your bank account. The sender will be "Joint Institute for VLBI in Europe"

LIST OF RADIONET ACTIVITIES AND BUDGET NUMBERS

Transnational Access (TNA):

<i>Facility</i>	<i>TNA contact</i>	<i>Budget number</i>
A1 EVN	R. Campbell, JIVE e-mail: campell@jive.nl	629003-010
A2 IRAM – Pico Veleta	C. Thum e-mail: thum@iram.fr	620304-070
A3 IRAM – Plateau de Bure	R. Neri e-mail: neri@iram.fr	620304-010
A4 JCMT	G. Davis e-mail: g.davis@jach.hawaii.edu	620304-020
A5 MPIfR – 100m	A. Kraus e-mail: akraus@mpifr-bonn.mpg.de	620304-030
A6 MERLIN	T. Muxlow e-mail: twbm@jb.man.ac.uk	620304-040
A7 OSO – 20m	M. Thomasson e-mail: magnus@oso.chalmers.se	620304-050
A8 WSRT	R.Vermeulen e-mail: rvermeulen@astron.nl	620304-060

Networking activities (NA):

<i>NA</i>	<i>Chair/Vice-chair</i>	<i>Budget number</i>
N1 Management of RadioNet	P. Diamond, JBO/ A. Wilkinson, JBO e-mail: pdiamond@jb.man.ac.uk e-mail: aw@jb.man.ac.uk	620303-010
N2 Synergy	W. Baan, ASTRON e-mail: baan@astron.nl	620303-020

N3	Science/Training	T. Venturi, IRA/ H. Falcke, ASTRON e-mail: tventuri@ira.cnr.it e-mail: falcke@astron.nl	620303-030
N4	Engineering Forum	R. Keller, MPIfR W. Alef, MPIfR e-mail: rkeller@mpifr-bonn.mpg.de e-mail: walef@mpifr-bonn.mpg.de	620303-040
N5	Software Forum	A. Roy, MPIfR/ T. Oosterloo, ASTRON e-mail: aroy@mpifr-bonn.mpg.de e-mail: oosterloo@astron.nl	620303-050
N6	ALMA Forum	T. Wilson, ESO/ R. Laing (ESO) e-mail: twilson@eso.org e-mail: rlaing@eso.org	620303-060
N7	Astronomy across Europe	P. Diamond, JBO e-mail: pdiamond@jb.man.ac.uk	620303-070
N8	Spectrum management	R. Ambrosini IRA/INAF e-mail: ambrosini@ira.cnr.it	620303-080

LIST OF RADIONET POSTAL ADDRESSES

Transnational Access (TNA):

A1 - EVN
Dr. R. Campbell
JIVE
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

A2 IRAM-Pico Veleta
Dr. C. Thum
Institut de RadioAstronomie Millimétrique
300 rue de la Piscine, Domaine Universitaire
38406 Saint Martin d'Hères
France

A3 – IRAM-Plateau de Bure
Dr. R. Neri
Institut de RadioAstronomie Millimétrique
300 rue de la Piscine, Domaine Universitaire
38406 Saint Martin d'Hères
France

A4 – JCMT
Prof. G.R. Davis
Joint Astronomy Centre
660 N.A'Ohoku Place
University Park
Hilo
HI 96720
USA

A5 – MPIfR
Dr. A. Kraus
Max Planck Institute for Radioastronomy
Auf dem Hügel 69
53121 BONN
Germany

A6 – MERLIN
Dr. T. Muxlow
The University of Manchester
Jodrell Bank Observatory
Macclesfield
Cheshire SK11 9DL
United Kingdom

A7 – OSO
Dr. M. Thomasson
Onsala Space Observatory
SE-439 92 ONSALA
Sweden

A8 – WSRT
Dr. R. Vermeulen
ASTRON-WSRT
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

Networking activities (NA):

N1 - Management of RadioNet
Prof. P.J. Diamond / Dr. A. Wilkinson
The University of Manchester
Jodrell Bank Observatory
Macclesfield
Cheshire SK11 9DL
United Kingdom

N2 – Synergy
Dr. W. Baan
ASTRON
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

N3 – Science/Training
Dr. T. Venturi
Istituto di Radioastronomia
Via P. Gobetti, 101
40129 BOLOGNA
Italy

Dr. H. Falcke
ASTRON
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

N4 – Engineering Forum

Dr. R. Keller / Dr. W. Alef
Max Planck Institute for Radioastronomy
Auf dem Hügel 69
53121 BONN
Germany

N5 – Software Forum
Dr. A. Roy
Max Planck Institute for Radioastronomy
Auf dem Hügel 69
53121 BONN
Germany

Dr. T. Oosterloo
ASTRON
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

N6 – ALMA Forum
Dr. T. Wilson / Dr. R. Laing
ESO
Karl-Schwarzschildstrasse 2
85748 GARCHING B. MÜNCHEN
Germany

N7 – Astronomy across Europe
Prof. P. Diamond
The University of Manchester
Jodrell Bank Observatory
Macclesfield
Cheshire SK11 9DL
United Kingdom

N8 – Spectrum Management
Dr. R. Ambrosini
Istituto di Radioastronomia
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