



## RadioNet FP7



This document is a guideline for travel claims in RadioNet FP7 in the TNA and NA. Travel for JRA can be claimed from the local JRA budget. However the rules for eligibility and reimbursement are identical to the guidelines mentioned in this document.

After an email request all beneficiaries involved in NA and TNA travel in the RadioNet FP7 project agreed to move their travel and organizational budgets to JIVE. In this way RadioNet FP7 can maintain the FP6 practice of reimbursing travel for networking activities and transnational access within the boundary conditions of FP7.

Consequence of this budget shift is that JIVE will have to justify all the travel expenses within the NA and TNA of RadioNet FP7 in the financial report to the European Commission.

### **Who can claim?**

In principle RadioNet funds are available to support the Travel and Subsistence for the attendees of the workshop or meeting. There are three categories that there are three categories:

1. Participants from RadioNet beneficiaries their costs are always eligible for travel cost reimbursement
2. Participants from other universities, institutes or companies in EC countries or associated states. They should have a letter of invitation from activity chair.
3. Participants from outside the EC, they require a letter of invitation by the project coordinator or project manager.

In all cases, even after invitation, a request for reimbursement of travel cost must be approved by the activity coordinator in advance.

An example of an invitation letter is available on the website.

### **What can be claimed?**

The project office will refund all the actual expenses provided they are economic and reasonable. Unless there is a special justification, business class tickets, very expensive hotels are excluded. For all expenses the costs must be supported by receipts, only costs justified by receipts can be reimbursed.

The activity chair or organization can determine a maximum level of reimbursement. This level may depend on the travelled distance.

Based on the fact that JIVE is the beneficiary that administers the travel budget and JIVE has no per diem arrangement, claims based on per diem cannot be accepted.

**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.**

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
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.

**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

4. Fill in the form as complete 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\*\* compulsory fields  
**NOTE:** Without correct bank details your claim can not 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 project leader/contact person (addresses given below ([RadioNet addresses](#))). The contact person/leader will then authorise payment.
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](mailto:secretary@jive.nl)

9. The money will be transferred to your bank account. The sender will be “Joint Institute for VLBI in Europe”

**Networking activities (NA):**

<b>WP</b>	<b>Chair/Vice-chair</b>	<b>Budget number</b>
WP1 Management of RadioNet	M. Garrett (ASTRON) <i>garrett@astron.nl</i> A. van Es (ASTRON) <i>es@astron.nl</i>	620305-010
WP2 Science Working Group	T. Venturi (INAF) <i>tventuri@ira.inaf.it</i> S. Rawlings (UOXF) <i>s.rawlings1@physics.ox.ac.uk</i> F. Gueth (IRAM) <i>gueth@iram.fr</i>	620305-020
WP3 Engineering Forum	R. Keller (MPG) <i>rkeller@mpifr-bonn.mpg.de</i> W. Alef (MPG) <i>walef@mpifr-bonn.mpg.de</i> E. Limiti (UROM) <i>limiti@ing.uniroma2.it</i>	620305-030
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## Transnational Access (TNA):

<b>Facility</b>	<b>TNA contact</b>	<b>Budget number</b>
WP10 EVN	R. Campbell, JIVE <i>campbell@jive.nl</i>	620306-010
WP11 JCMT	I. Coulson <i>i.coulson@jach.hawaii.edu</i>	620306-011
WP12 e-MERLIN	T. Muxlow <i>twbm@jb.man.ac.uk</i>	620306-012
WP13 Effelsberg	A. Kraus <i>akraus@mpifr-bonn.mpg.de</i>	620306-013
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WP16 WSRT	R.Vermeulen <i>rvermeulen@astron.nl</i>	620306-016
WP17 APEX	M. Thomasson <i>magnus.thomasson@chalmers.se</i>	620306-017
WP18 IRAM		
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IRAM – Plateau de Bure	R. Neri <i>neri@iram.fr</i>	620306-019

## LIST OF RADIONET POSTAL ADDRESSES

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#### WP4 – Training for Radio Astronomers

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### Transnational Access (TNA):

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