

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 (irottman@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):

WP	WP Name	Leader	Budget number
WP2	QueSERA	Huib J. van Langevelde (JIVE) <i>langevelde@jive.nl</i>	620310 - 200
WP3	Science Working Group	Tiziana Venturi (INAF) <i>tventuri@ira.inaf.it</i>	620310 - 300
WP4	New Skills	Anita Richards (UMAN) <i>a.m.s.richards@manchester.ac.uk</i>	620310 - 400
WP5	MARCUs	Martin Zwaan (ESO) <i>mzwaan@eso.org</i>	620310 - 500
WP6	ERATec	Reinhard Keller (MPIfR) <i>rkeller@mpifr.de</i>	620310 - 600
WP7	Spectrum Management	Axel Jessner (MPIfR) <i>jessner@mpifr.de</i>	620310 - 700

Transnational Access (TNA):

WP	WP Name	Leader	Budget number
WP12	EVN	Robert Campbell, JIVE <i>campbell@jive.nl</i>	620313 – 100
WP14	e-MERLIN	Simon Garrington (UMAN) <i>simon.garrington@manchester.ac.uk</i>	620313 – 300
WP15	100-m RT Effelsberg	Alex Kraus (MPIfR) <i>akraus@mpifr.de</i>	620313 – 400
WP16	LOFAR	Rene Vermeulen (ILT) <i>rvermeulen@astron.nl</i>	620313 – 500
WP17	WSRT	Antonis Polatidis (ASTRON) <i>polatidis@astron.nl</i>	620313 – 600
WP18	IRAM: PdBI & PV	Roberto Neri (IRAM) <i>neri@iram.fr</i>	620313 – 700

LIST OF RADIONET POSTAL ADDRESSES

Networking activities (NA):

WP2 QueSERA

Dr. H.J. van Langevelde
JIVE
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

WP3 – Science Working Group

Dr. T. Venturi
Istituto di Radioastronomia
Via P. Gobetti, 101
40129 BOLOGNA
Italy

WP4 – Training for Radio Astronomers

A. Richards
UK ARC Node/AstroGrid,
Jodrell Bank Centre for Astrophysics, Alan
Turing Building,
University of Manchester,
M13 9PL, UK

WP5 – MARCUS

M. Zwaan
European Southern Observatory
Karl-Schwarzschild-Str. 2
D-85748 Garching b. München
Germany

WP6 – ERATec

Dr. R. Keller
Max-Planck-Institut für Radioastronomie
Auf dem Hügel 69
53121 BONN
Germany

WP5 – Spectrum Management

Dr. A. Jessner
Max-Planck-Institut für Radioastronomie
Max-Planck-Str. 28
D-53902 Bad Münstereifel-Effelsberg
Germany

Transnational Access (TNA):

EVN

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

WSRT

Dr. A. Polatidis
ASTRON
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

e-MERLIN

Prof. S. Garrington
OJC Jodrell Bank Observatory
The University of Manchester
Jodrell Bank Observatory
Macclesfield SK11 9DL
United Kingdom

IRAM-Plateau de Bure

Dr. R. Neri
Institut de Radio Astronomie Millimétrique
300 rue de la Piscine, Domaine Universitaire
38406 Saint Martin d'Hères
France

Effelsberg

Dr. A. Kraus
Max-Planck-Institut für Radioastronomie
Radio observatory Effelsberg
Max-Planck-Strasse 28
53902 Bad Münstereifel-Effelsberg
Germany

LOFAR

Dr. R. Vermeulen
ASTRON
P.O. Box 2
7990 AA DWINGELOO
The Netherlands