

## **Guideline for TNA and NA 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 EU Member States and Associated Countries, who are always eligible ([http://cordis.europa.eu/fp7/who\\_en.html#countries](http://cordis.europa.eu/fp7/who_en.html#countries)).
- Recipients from other institutions (countries) 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 original receipts.  
*When the originals cannot be provided, please support copies and an explanation letter. IT is recommended to keep copy of the originals.*

## 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](mailto: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 using <http://www.radionet-eu.org/travel>

**NOTE:** Each WP has its own Travel Claim Form, in which the WP number is already pre-printed. 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"

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

- Name of the bank account owner (can be different from your name) and account number
- Expenses columns: if applicable, fill in used currencies

**IMPORTANT:** *RadioNet3* institutes claim expenses without VAT!  
(This does not apply to claim from a private person)

5. 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.

**IMPORTANT:** Please keep copy of your originals!

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](mailto: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	<i>(Choose the correct leader !!!)</i>	620310 – 600
	Eng. Workshop	Reinhard Keller (MPIfR) <i>rkeller@mpifr.de</i>	
	TOG	Michael Lindqvist (OSO) <i>michael.lindqvist@chalmers.se</i>	
	Synergy	Karl-Heinz Mack <i>mack@ira.inaf.it</i>	
WP7	Spectrum Management	Michael Lindqvist (OSO) <i>michael.lindqvist@chalmers.se</i>	620310 - 700

### Transnational Access (TNA):

WP	WP Name	Leader	Budget number
WP12	EVN	Robert Campbell, JIVE <i>campbell@jive.nl</i>	620313 – 100
WP13	JCMT	Iain Coulson <i>i.coulson@jach.hawaii.edu</i>	620313 – 200
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	Antonis Polatidis (ASTRON) <i>polatidis@astron.nl</i>	620313 – 500
WP17	WSRT	Antonis Polatidis (ASTRON) <i>polatidis@astron.nl</i>	620313 – 600
WP18	IRAM: PdBI	Roberto Neri (IRAM) <i>neri@iram.fr</i>	620313 – 700
	IRAM: PV	Nicolas Billot (IRAM) <i>billot@iram.es</i>	
WP20	SRT	Karl-Heinz Mack (INAF) <i>mack@ira.inaf.it</i>	620313 – 800

## 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 (Eng. Workshops)**

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

**WP6 – ERATec (TOG)**

Dr. M. Lindqvist  
Onsala Space Observatory  
439 92 ONSALA  
Sweden

**WP6 – ERATec (Synergy)**

Dr. K.-H. Mack  
Istituto di Radioastronomia  
Via P. Gobetti, 101  
40129 BOLOGNA  
Italy

**WP7 – Spectrum Management**

Dr. M. Lindqvist  
Onsala Space Observatory  
439 92 ONSALA  
Sweden

**Transnational Access (TNA):****WP12 – EVN**

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

**WP13 – JCMT**

Dr Iain Coulson  
JCMT Support Astronomer  
Joint Astronomy Centre  
660 N. A'ohoku Place  
Hilo, HI 96720  
USA

**WP14 – e-MERLIN**

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

**WP15 – Effelsberg**

Dr. A. Kraus  
MPIfR Effelsberg  
Max-Planck-Strasse 28  
53902 Bad Münstereifel-Effelsberg  
Germany

**WP16 & WP17 – LOFAR & WSRT**

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

**WP18 – IRAM - Plateau de Bure**

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

**WP18 – IRAM - Pico Veleta**

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España

**WP20 – SRT**

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