



FP7- Grant Agreement no. 283393 – *RadioNet3*

ERATec Travel Funding Explanation

Revision: v.1.1

You have asked for the financial support of your attendance in an ERATec Workshop **before** the meeting. Each of you must have received confirmation for that support and its level from Reinhard Keller, Michael Lindqvist or Karl-Heinz Mack **before** the workshop.

Download the Travel Claim Form from the RadioNet web page:
<http://www.radionet-eu.org/na-travel-forms> and proceed as follows:

1. Golden EC Rule: EC does not reimburse any VAT (tax) to institutes.
2. RadioNet-FP7 Rule : RadioNet partner claim the costs excluding VAT:
No-RadioNet partner claim all costs including VAT.

The decision of the RadioNet-board from 31.03.2009 says that all RadioNet-partners will pay the VAT on their own; the travel costs of non-RadioNet partners will be covered completely from the project budget.

THEREFORE:

3. Please first proceed with your cost reimbursement as you usually do.

For most of us it means we claim all costs first to the home institute and then the institute will claim the costs to the RadioNet project. The level of the claim sum to the RadioNet project depends on level of the reimbursement accepted by the ERATec responsables:

- Reinhard Keller (for Joint Sessions),
- Michael Lindqvist (for TOG) or
- Karl-Heinz Mack (for TWS).

The claiming authority (e.g. you or the institute) has to fill out the attached travel claim form of the WP3-Engineering Forum.

Please use the currency on the bills you have, the conversion to EUR will be done by RadioNet. If you have more than one currency use different

columns. For more explanation read either the document below or contact Izabela Rottmann.

4. Please add the ORIGINAL bills to the travel claim form. Only in case this is impossible the copies of invoices can be added, but with a letter stating that our institute has to keep the originals due to local policy.
If you are not sure about the correctness of your form, don't hesitate to send a copy before to Izabela Rottmann by e-mail or fax.
5. Please send the signed travel claim form with the bills per post to the ERATec lead person responsible for your topic:

Technical Workshops:

Karl-Heinz Mack
INAF
Via P Gobetti 101
I-40129 Bologna
Italy

TOG:

Michael Linqvist
OSO
Observatorievägen 90
SE-439 92 Onsala
Sweden

Engin. Special Sessions:

Reinhard Keller
MPIfR
Auf dem Hügel 69
D-53121 Bonn
Germany

6. They will check the correctness of the form, set up the accepted level of the reimbursement and sign it. We will send the form to the RadioNet-management (JIVE) and they will pay you the money.
Please make sure that the travel claim form will arrive to us latest 4 weeks after the workshops.

We hope you know now what to do. Please note that the procedure of the travel claim form is almost the same as in FP6 and FP7 except of different responsibilities.

Reinhard Keller
Chair ERATec