

## DUBBLE TRAVEL/SUBSISTENCE COST CLAIMS: GENERAL GUIDELINES

- Researchers affiliated to Flemish Universities or knowledge institutes who used beam time at DUBBLE can claim full/partial reimbursement of the associated costs of travel and subsistence.

- The following costs can be claimed:

1. Travel costs:

- air plane travel costs economy class and bus connection Lyon – Grenoble
- train tickets: second class
- rented car: car renting, fuel, motor way tolls (péage)
- private car: motor way tolls (péage), reimbursement per km: 0.42 Euro/km
- tram tickets in Grenoble area

2. Hotel costs:

- ESRF guest house
- Hotel in Grenoble area (a reason for not using the guest house should be mentioned)
- Period covering the experimental period and one day before or after the experiment

3. Meals and drinks:

- Tickets of the ESRF canteen (actual tickets are needed; badge charging tickets are not accepted)
- Restaurant costs at the days of travelling / arrival / departure

4. Other expenses:

- Exceptionally, costs involved in sending heavy equipment or samples via regular mail or transport companies can be reimbursed.

- As a rule, the costs for three persons can be claimed. Exceptionally, the costs for a fourth person can be claimed as well. Relevant cases include experiments with safety issues such as red experiments or measuring campaigns that take more than 9 shifts.

- The preferred travelling mode is train (TGV). Cars can be used only if heavy equipment has to be moved or when several users travel together. Flights are considered as exceptions and should be justified.

- **Costs can be claimed via the budget keeper of your institute and following institute specific work flows.** The budget keepers are:

- KU Leuven: Bart Goderis (bart.goderis@kuleuven.be): submit a cost claim form via KU Loket, add as Description 'DUBBLE – your name – experiment number (e.g. A26-2-973)', the financial officer is Evy Verstraeten.
- UGent: Laszlo Vincze (Laszlo.Vincze@UGent.be)
- UHasselt: Marlies Van Bael (marlies.vanbael@uhasselt.be)
- Vrije Universiteit Brussel: Herman Terryn (herman.terryn@vub.be)
- Universiteit Antwerpen: Koen Janssens (koen.janssens@uantwerpen.be)
- Imec: Sean McMitchell (Sean.McMitchell@imec.be)
- VITO: Jeroen Spooren (jeroen.spooren@vito.be)

- If you or your group is not affiliated to any of the above institutes, please get in touch with Bart Goderis (bart.goderis@kuleuven.be)

- To comply to the reporting duties the **DUBBLE – EXPERIMENT REPORT** and **ESRF Experiment Report Form** should be sent by email to Bart Goderis (bart.goderis@kuleuven.be). The **ESRF Experiment Report Form** should also be submitted to the ESRF via the User Portal no later than 3 months after the experiment.

- For additional information please contact Bart Goderis via email at: bart.goderis@kuleuven.be