

Guidelines for Travel and Accommodation Support for Users

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1. Purpose

To facilitate the access to and use of the ELI ERIC Facilities, ELI ERIC has established this scheme to support the travel and accommodation of early-career users and users from ELI ERIC Member and Observer countries taking part in experiments granted beamtime to the ELI ERIC Facilities within the framework of ELI ERIC's User Programme (Open Excellence-Based Access).

This document provides information on the terms and conditions of this support scheme. It covers eligibility conditions, required documentation, travel arrangements, and the reimbursement process.

2. Eligibility Conditions

Users who fulfil the following conditions are eligible to apply for financial support to their travel and accommodation costs:

- Eligible users must be affiliated with a research organisation established in an ELI ERIC Member or Observer country at the time of the scheduled experiment.



- Eligible users must be actively involved in the on-site performance of an experiment approved and granted access to one of the ELI ERIC Facilities within the framework of an open excellence-based access call.

A maximum of four users may be supported per experiment, including a maximum of two students (MSc student or Ph.D. student) and a maximum of two users with a higher seniority level.

If the experiment is divided into several experimental campaigns, the same users may be supported for the entire duration of the experiment.

3. Eligible costs

3.1 Travel expenses

The following means of transportation are eligible for reimbursement:

- Airplane – Economy class.
- Train/Bus/Ship – Economy class.
- Personal vehicle – Eligible only if both supported users are traveling together. ELI ERIC provides a compensation of 0.32 EUR per km for actual travel costs. (ELI ERIC assumes no liability for vehicle damage.)
- Transfer to and from the airport.
- Public transport to and from the ELI Facilities.

3.2 Accommodation

ELI ERIC will reimburse accommodation costs under the following conditions:

- Support is provided only for the duration of the experiment as per the experimental schedule communicated by the ELI ERIC User Office to the user team.
- Users may request an extension of coverage for:
 - Arriving one day before the experiment start date.
 - Departing one day after the experiment end date if required due to travel constraints.
- The maximum reimbursable accommodation cost is 100 EUR per night per person including tax.
- Private expenses (e.g., minibar, additional services) are not eligible for reimbursement.

4. Limitations

The following costs are NOT covered:

- Daily allowances (per diem) or meal reimbursements.

5. Approval and Booking

Travel and accommodation support is subject to prior approval by ELI ERIC User Office.

Users must submit a travel request form detailing their travel requirements and accommodation preferences to the ELI ERIC User Office.

Users must receive approval from the facility administrator before booking any travel or accommodation. After approval from the ELI ERIC User Office, supported users may proceed with the booking of their travel and accommodation.

6. Booking Cancellations

6.1 Cancellations initiated by Users

Users must immediately notify the ELI ERIC User Office if they need to cancel or modify their travel arrangements. If the cancellation is not due to a decision by ELI ERIC, ELI ERIC cannot guarantee alternative beamtime slots, and no refund will be given for incurred costs if users self-booked their travel.

6.2 Cancellations initiated by ELI ERIC

If ELI ERIC cancels the experiment, every effort will be made to reschedule it.

If the user's travel was self-booked, ELI ERIC may offer partial or full reimbursement for non-refundable travel costs already incurred.

If rescheduling is possible, ELI ERIC may cover rebooking costs for flights or train tickets.

7. Reimbursement

Users must retain and submit all receipts and documentation related to travel and accommodation expenses.

Original or digital copies of all boarding passes, tickets, and receipts must be submitted to the ELI ERIC User Office for reimbursement within 30 days of the experiment's conclusion.

To be accepted, receipts must include:

- Name of the invoicing company
- Date of expense
- Actual amount incurred
- Itemised description
- Proof of payment

Reimbursements will be processed in EUR. If expenses were incurred in foreign currency, the exchange rate of the Czech or Hungarian National Central Bank on the date of expenditure will be applied.

Users are responsible for any bank charges incurred on their account for reimbursement transfers.

8. Exceptions

The ELI ERIC User Office reserves the right to consider making exceptions to this policy under special circumstances, including health or disability-related travel needs.

Users requiring special travel arrangements due to health or disability must provide documentation from a medical practitioner.

Any exception to this policy must be approved in writing by the ELI ERIC User Office.

9. Compliance

Any misuse or abuse of travel support may result in the suspension or termination of future support.

10. User Duties

ELI ERIC recognizes the importance of supporting young researchers and users from ELI ERIC Member and Observer countries, ensuring their participation in scientific experiments at the ELI ERIC facilities. Users are reminded of their obligations to publish in open-access journals the results of their experiments at the ELI Facilities and of their obligation to acknowledge ELI ERIC's support in their publications as per ELI's Terms and Conditions for Access.

11. Entry into Force

This support scheme is subject to periodic review and may be updated as necessary to reflect changes in ELI ERIC operations or external regulations.

Users are encouraged to contact the ELI ERIC User Office for any inquiries or clarifications.