



## **DUBBLE TRAVEL/SUBSISTENCE COST CLAIMS: GENERAL GUIDELINES**

### 1. Travel / subsistence cost claims in the context of experiments at DUBBLE

- 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: 0.32 Euro/km
- taxi: between Grenoble rail way station and ESRF
- bus and 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. Any credit remaining on the badge at the end of the stay can be reimbursed by the canteen cashier during opening hours (11:30am -13:30pm). During evening and weekend services the refund of remaining credit is made at cash desk inside the canteen.)
- 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. If not, reimbursement will be limited to the cost of an equivalent 2<sup>nd</sup> class train ticket. Flights are considered as exceptions and should be justified.

- Costs can be claimed in 2 ways:

1. Reimbursement of personnel costs on a private bank account. In this case FWO requests original proofs of expenses or copies thereof (tickets, invoices, etc...)
2. Reimbursement based on an invoice addressed to FWO. In this case the university or knowledge institute has paid the expenses and claims them back from FWO. FWO needs a copy of the proofs of the expenses (tickets, invoices etc...).

- For claiming travel / subsistence costs the **DUBBLE CLAIM FORM FOR TRAVEL / SUBSISTENCE** must be returned within 3 months of the completion of the experiment to **Prof. Bart Goderis** together with **PROOFS OF EXPENSES** (originals or copies of tickets and invoices) and hard copies of the **DUBBLE EXPERIMENT REPORT** and the **ESRF EXPERIMENT REPORT** by regular mail to the following address:

**Prof. Bart Goderis**  
**KU Leuven**  
**Chemistry Department**  
**Celestijnenlaan 200F, bus 2404**  
**3001 Heverlee**  
**Belgium**

If a reimbursement is asked for via an invoice of your university, the address on the invoice should read

**FWO**  
**Financiële Dienst (Alain De Dobbeleer)**  
**Egmontstraat 5**  
**1000 Brussel**



However, the complete file (including the invoice, proofs of expenses and the DUBBLE experiment report) should be sent by regular mail to Bart Goderis for official approval. Note that FWO- Vlaanderen does not have a VAT number (BTW nummer).

2. Travel / subsistence cost claims in the context of experiments at public ESRF beam lines

- Through the Belgian participation in the ESRF, Flemish users of the public ESRF beam lines can claim their travel / subsistence costs at the ESRF (see:

<http://www.esrf.eu/UsersAndScience/UserGuide/FinancialAssistance>)

- Other expenses, such as costs involved in sending heavy equipment or samples via regular mail or transport companies are rarely reimbursed by the ESRF. These costs for experiments at ESRF public beam lines can be claimed from FWO, following the same criteria and routing as for experiments at DUBBLE.

**Note that according to ESRF rules you must also submit the ESRF EXPERIMENT REPORT within the period of 3 months following the end of your experiment at DUBBLE or any ESRF beamline (see: <http://www.esrf.eu/UsersAndScience/UserGuide/ExperimentReports>)**

**For general information please contact:**

**Prof. Bart Goderis**

**Phone: +32 (0)16 327806**

**e-mail: [bart.goderis@kuleuven.be](mailto:bart.goderis@kuleuven.be)**