

NFFA-Trieste Support – General Rules

Partial support for user's mobility will be available from NFFA-Trieste for user of proposals that are approved to access of NFFA-Trieste.

The proposer should inform the team member and sample information using NFFA-Trieste user data sheet to NFFA-Trieste management at least **4 weeks** advance before starting accesses.

Eligibility

- Users of proposals that are approved to access of NFFA-Trieste.

Except - Elettra - Sincrotrone Trieste staff

- Proposers and participants in proposals from groups from the Friuli Venezia Giulia region not even in the case of experiment collaborators from other Italian regions

- The reimbursable period normally goes from one day before the experiment starting date to one day after the experiment ending date (users receive Access Approval Letter with assigned dates).

- Maximum 2 users for a proposal to be funded.

- Travel and accommodation expenses will be covered (including breakfast). Food expenses will not be reimbursed

Note1:

Funded users must submit an [access request](http://www.elettra.eu/userarea/access-request.html) (<http://www.elettra.eu/userarea/access-request.html>) as **“Funded user”** at least **three weeks in advance** before arrival to a facility. Since prices of tickets and hotels increase with time, failing to send a timely access. During the access request, you should complete your bank account data. This information will be used eventually for the reimbursement of travel expenses.

Not “Funded user” must submit an access request as “General User”.

Note2:

For the reimbursement it is recommended to always use the appropriate forms and to send it duly signed.

Reimbursement Procedure:

-Accommodation-

Accommodation must be booked through Elettra - Sincrotrone Trieste Travel Office. All requests for travel and accommodation must be sent usertravels@elettra.eu.

-Travel-

Flight

If you come by plane, Elettra - Sincrotrone Trieste Travel Office will book your flight directly. For this purpose, besides the Access Request we kindly ask you to provide:

- preferred departure and return dates
- preferred departure and return airports
- a scanned copy of the ID you will use for travel
- your mobile phone number for last minute communications

An **Airport Shuttle** is available in alternative to the rental car. Booking codes must be requested to the Elettra Users' Office: useroffice@elettra.eu.

Car

In case of travel by private car, the refund will be made on the basis of kilometerstraveled according to Elettra - Sincrotrone Trieste regulations (euro 0,16/Km), plus motorway tolls; please keep the original receipts and send them by insured mail. In case of use of the Telepass device it will be sufficient to send us a copy of the account balance.

Car rental must be done only through the Elettra Travel Office: usertravels@elettra.eu. The combination flight+rental car or train+rental car is supported upon request. Both private and rental car can only be allowed for two users traveling together.

Train

Reservations and payment will be made directly by the Elettra Travel Office: usertravels@elettra.eu .

Taxi expenses will not be reimbursed.

For all travel and accommodation requests, please use the following address:
usertravels@elettra.eu

Documents to submit to ELETTRA

BEFORE the experiment each participant must submit to the Elettra Users Office the required information (dates of stay, fiscal and bank data) using the Access Request in the VUO <https://vuo.elettra.trieste.it/pls/vuo/guest.startup>. This is necessary to expedite the refund procedure and must be submitted to Elettra Users' Office AS SOON AS POSSIBLE

AFTER the experiment, only in the case of original receipts/invoices to be reimbursed, the refund requests must be submitted to the Elettra Users' Office by the group leader for all members of the group. The requests must be presented using the Travel and Subsistence expenses Reimbursement Form attaching the originals of travel tickets and other receipts. Please note that the reimbursement claims must be sent within three months from the experiment ending date by ensured mail. Claims arriving after such date will not be processed.

Contacts

Elettra Users' Office: useroffice@elettra.eu

Elettra Travel Office: usertravels@elettra.eu
