

TRAVEL AND REIMBURSEMENT POLICY FOR NFFA-TRIESTE USERS

Partial support and reimbursement for user's mobility will be available through funding provided from NFFA-Trieste.

Article 1 – ELIGIBILITY

The conditions for eligibility are the following:

- The supported user's proposal has successfully passed all stages of assessment and access to NFFA-Trieste facility has been approved;
- The supported user does not come from Friuli Venezia Giulia region;
- The supported user has not violated the present policy in the past.

Users' responsibilities

Users are expected to:

1. Exercise good judgment with respect to expenses;
2. Report all expenses promptly and accurately with the required documentation. In cases when supporting documents (receipts, invoices, payment certifications...) are issued on a language different than Italian or English, an explanation of the content should be provided in the online reimbursement form, written in English;
3. Verify that all expenses submitted for reimbursement by NFFA-Trieste are valid and conform to this policy;
4. The individual seeking reimbursement is fully accountable and responsible for the request.

Article 2 – SUPPORT

The support reimburses travel and accommodation expenses (including breakfast) for a maximum of **two users**, for the period of measurement in a NFFA-Trieste facility as scheduled in the official calendar. Food expenses will not be reimbursed.

Funded users should submit an access request in [Elettra Virtual Unified Office](#) (VUO) as "NFFA funded user" at least **three weeks in advance** before the arrival to a facility, specifying dates of stay, fiscal and personal bank data (see [access request tutorial](#)). Not "funded users" must submit an access request as "General User".

Since prices of tickets and hotels increase with time, failing to send a timely access request may prevent the group from getting support.

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

The reimbursable period normally goes from one day prior to the beginning of the measurements to one day after the end of the measurement (see assigned dates in the official Access Approval Letter). Transportation of goods such as equipment, instruments, sample holders, samples, etc. will not be supported.

Any deviation from the rules set out in this policy not previously approved from NFFA-Trieste management will cause the cancellation of the support.

Accommodation

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

For accommodation booking, you can choose one of the hotels from the following list, nearby NFFA-Trieste facility:

- Bed & Breakfast [Aura](#) (1,5 km)
- Hotel [Pepi](#) (2 km)
- Bed & Breakfast [Štirenca](#) (1,4 km on foot, 5 km by car)
- [Center Hotel](#) (1,5 km)
- Bed & Breakfast [Al laghetto](#) (2 km)

These hotels have been tested by our users and they comply with our quality standards. Alternatively, you can propose a different one, but it must be authorized by Elettra - Sincrotrone Trieste Travel Office, after checking that its rates are in line with our budget requirements. In case of cancellation requested by the user for reasons independent from NFFA-Trieste the costs will not be reimbursed.

Travel

The following means of transportation are authorized:

- Train – Economy class (higher classes are authorized only if more economic due to special offers);
- Airplane –Economy class;
- Personal vehicle, for at least two users traveling together or for heavy/delicate equipment transportation;
- Rented vehicle, for at least two users traveling together or for heavy/delicate equipment transportation;
- Public transport (ship, urban and suburban buses, tram, metro, etc.).

If you come by train or plane, reservation and payment will be made directly by Elettra - Sincrotrone Trieste Travel Office. 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.

Once the booking will be finalized, any cost generated by a change in the travel (date, duration...) will be burdened by the user. In case of cancellation requested by the user for reasons independent from NFFA-Trieste the costs will not be reimbursed.

An Airport Shuttle is available from Trieste airport. Booking codes must be requested to the Elettra Travel Office.

In case of travel by private car, NFFA-Trieste will award a refund based on kilometers traveled according to Elettra - Sincrotrone Trieste regulations. Current rate is 0.16€/km. For the reimbursement of motorway tolls, please keep the original receipts and send them by insured mail. In case of use of the Telepass device, it will be enough to send us a copy of the account balance. Other expenses directly connected to the private vehicle (insurance etc.) will not be paid.

Car rental must be done only through the Elettra Travel Office. Vehicles rented directly by users without the approval of Elettra Travel Office will not be reimbursed.

Car rental can only be allowed for at least two users traveling together or for heavy/delicate equipment transportation and is justified if meeting one or more of these criteria:

- absence of ordinary means of transport;
- cost-effectiveness compared to the use of ordinary means of transport. The person concerned must demonstrate such cost-effectiveness, by comparing the total amount of the expenditure that would be incurred (travel expenses, possibly meals and/or lodging) in case of using ordinary means of transport;
- overall efficiency of the option chosen also in relation to timelines and/or to less/more speed and related work commitments.

In the case rented vehicle is used, the traveler has the right for reimbursement of fuel expenses, motorway tolls and, where appropriate, a second driver, as long as the cost is incurred strictly to work purposes. In any case, the user must give a deposit by credit card to the car rental to cover unauthorized extra charges. The following extra charges will not be covered:

- Extra insurances for reduction or elimination of costs through damage/theft;
- Road traffic fine or any other motoring penalty;
- Charges for missing fuel after returning the car;
- Charges for one-way rentals;
- Access kilometers apart from the direct way;
- Prolongation of rental outside the supported time;
- Any other charges.

Article 3 – REIMBURSEMENT AND DOCUMENTATION OF EXPENSES

After the experiment, if there are expenses to claim, the funded user has to complete the online reimbursement form available in the section “Access Travel and Expenses Reimbursement” of [Elettra Virtual Unified Office](#) (VUO).

Travel expenses are reimbursable when the location of departure coincides with the place of employment. In any other cases, travel expenses will be refunded if the travel solutions are cheaper than the ones mentioned above and the difference in the place of departure or arrival can be fully justified. It will be up to the traveler to provide the necessary evidence. For each expense claimed for reimbursement, there should be an **original** supporting document such as an itemized receipt, an invoice or other valid fiscal document. The document must identify the name of establishment, date, actual amount incurred, description, and receipt of payment.

All the documents should be suitable for tax purposes and may include the invoice or the receipt in accordance with local regulations in force in the respective countries.

Claims without receipts must be detailed explained indicating the circumstances for which the expense is not documented. This kind of expense can result in additional tax implications for the individual. All the fiscal documentation written in a language other than English or Italian, must be accompanied by a courtesy translation, declaring the type of goods acquired and decoding the essential elements of the charges.

In case of paper receipts, the user will be asked to upload the copy of the receipts in the form, but the original documents must be sent by insured mail or brought in person within three months from the experiment ending date to the address below:

Users' Office

Elettra-Sincrotrone Trieste S.C.p.A.
Strada Statale 14, km 163,5 in Area Science Park
34149 Basovizza
Trieste, ITALY

Article 4 – EXPENSE INCURRED IN FOREIGN CURRENCY

For the reimbursement of expenses incurred in foreign currency the official exchange rate of the day of the expenditure will be applied. The exchange rate adopted is the one from the Bank of Italy.

Article 5 – DEADLINE FOR SUBMITTING THE REIMBURSEMENT REQUEST

The user should submit the request for reimbursement of incurred costs **within 90 days** from the experiment ending date. Claims arriving after such date will not be processed and exceptions must be reasonably justified. The reimbursement request will be processed within maximum 60 days after the submission and will be paid by bank transfer, to the account declared in the access request.

CONTACTS

NFFA-Trieste management: info.ts@nffa.eu

Elettra-Sincrotrone Trieste Travel Office: usertravels@elettra.eu

Elettra-Sincrotrone Trieste Users' Office: useroffice@elettra.eu