

USER NOTE

User Travel Regulations

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Abstract

This document describes the travel regulations for funded users who will come to do beamtime experiments at the European X-Ray Free-Electron Laser Facility (XFEL.EU).

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1 General rules

Before the Funded Users start travelling to the XFEL.EU, they must read and follow the procedures and rules set out by the XFEL.EU in order to be able to receive reimbursement for their travel expenses.

1.1 Approved and scheduled beamtime proposal

A Funded User is a user selected by the Main Proposer who will come to the XFEL.EU to do a beamtime experiment as set out in a scheduled beamtime proposal that has been accepted by XFEL.EU.

1.2 Eligibility and number of Funded Users per proposal

Up to six users can be funded per proposal, selected among users affiliated with shareholders and associate countries of the XFEL.EU. The date of signature of the *Convention concerning the Construction and Operation of a European X-Ray Free-Electron Laser Facility* marks the start of user funding eligibility. Revisions in the number of Funded Users per proposal may be possible for budgetary reasons in the future.

Users affiliated to organizations in the Hamburg/Schenefeld area are *not* eligible for funding.

1.3 Visits to XFEL.EU combining different purposes

If the participation in an experiment of a Funded User is combined with a longer visit for business-related purpose with one of the groups of XFEL.EU, travel costs will be covered by the budget of the latter following the rules established by XFEL.EU. If the Funded User will stay longer than the experiment duration, the person responsible for the XFEL.EU budget must inform the XFEL.EU Travel Office (TO) in writing prior the trip in order to cover the travel and extra costs caused by the extension of the stay. Extended stays involve a different and more complex procedure than those for normal stays. In this case, it is recommended to approach XFEL.EU well in advance for these preparations.

1.4 Assistance to Funded Users

Funded Users are strongly encouraged to request assistance from XFEL.EU for their travel/accommodation related to an experiment. Even if travel costs and accommodation are organized by XFEL.EU, all Funded Users must submit a reimbursement request. Among other things, this will also enable the calculation of daily allowances.

It is the responsibility of the Main Proposers to submit requests for assistance for eligible members of the experiment team following these rules **at least four weeks before the start of the experiment** together with the registration of the experiment participants in the User Portal of XFEL.EU (UPEX).

The aforementioned assistance will include the travel arrangements of the Funded Users' trips, which generally cover the reservation of an accommodations, airfare bookings, train bookings, rental car bookings (prior approval must be obtained from the TO), and the provision of supporting documents for German entry visa applications.


1.5 Self-booking by Funded Users

After prior approval by the UO, Funded Users can self-book their travel itineraries. In such cases, the reimbursement can be made only if the invoices are issued to XFEL.EU, especially for the hotel and rental car.

The invoice address is as follows:

European X-Ray Free-Electron Laser Facility GmbH
Holzkoppel 4
22869 Schenefeld
Germany

The invoices must be submitted in original to XFEL.EU together with the travel reimbursement request if they were not sent directly to the facility. Scanned original receipts in online form are acceptable.

 **CAUTION:** All parts of the receipts and invoices need to be scanned, including the back side, unless it is a blank page.

All users shall immediately inform the UO in writing or per email if, for any reason, their trip/stay has to be cancelled or modified.

In case cancellation is made on behalf of the experiment group, XFEL.EU cannot guarantee alternative beamtime slots, and no refund will be given for costs already incurred by the Funded Users independent of their eligibility (if self-booked). If costs are already incurred by XFEL.EU, a refund request will be sent to the respective user for refund purposes; exceptions will be made for properly documented medical reasons.

In case cancellation is made by XFEL.EU, the facility will make every effort to find a new date, and the Funded Users will be re-booked to a new date, if available. If the bookings have already been self-made, the Funded Users are entitled to a partial or total refund of travel costs, which are effectively incurred after the cancellation. In case a new date can be found, the costs for re-booking the airfare or train fare for up to six funded users per group (independently of their eligibility) can also be covered by XFEL.EU.

Users from the private research sector participating in a peer-reviewed non-proprietary proposal experiment can be funded if eligible with respect to their country of affiliation, within the limit of the number of users per experiment, as stated above. Industrial users carrying out proprietary research experiments (charged for use of beamtime booked through XFEL.EU, with no commitment to strive to publish results) will not be funded by XFEL.EU under the scheme described in this document.

2 Reimbursable expenses

This section is applicable only if the requirements of the travel funding for Funded Users are fulfilled.

Depending on the need of the experiment, deviation from approved start and end dates for travel arrangements and accommodation can be granted subject to UO approval. A total of four additional days before/after beamtime per each Funded User can be proposed.

2.1 Subsistence costs (daily allowance)

Each Funded User will receive a daily allowance of 30 € per day (including travel days), up to the maximum number of days of the approved beamtime schedule (from preparation until follow-up).

No daily allowance is paid for extended stay due to private reasons.

XFEL.EU does *not* reimburse individual meals per receipt.

2.1.1 Before XFEL.EU canteen (XHC) on site

Before the XFEL.EU canteen is in operation on site, XFEL.EU will pay out the daily allowance per bank transfer in euro (€) to Funded Users after they submit their travel reimbursement requests. This means the Funded Users have to pay their subsistence costs first.

2.1.2 After XFEL.EU canteen (XHC) operates on site

After the XFEL.EU canteen is in operation on site, the daily allowance will not be paid out per reimbursement. Instead, it will be covered by using the site entrance badge, i.e. DACHS card (filled with units in money value under the coordination of the UO, if needed with an expiration date) or another suitable card system in use after XHC is in operation.

The unused remainder value of the pre-filled card is not refundable.

2.2 Accommodation

The UO will reserve rooms for eligible and approved users, but book the rooms only for the accommodation of the Funded Users as soon as their travel funding is approved by UO for the number of nights of the approved beamtime schedule (with some flexibility concerning preparations and experiment follow-up, as described in Section 3, “User travel arrangements”). Priority is given to Funded Users if room availability is limited.

No funding is granted for accommodations for extended stays for private purposes.

In general, rooms for Funded Users will be reserved and booked by the UO at the XFEL.EU Guest House (XHG) in priority with respect to other guests or, if possible, before XHG is available, at the DESY Hostel, if rooms are available. Only if there is no availability at XFEL.EU or DESY will the UO select a hotel in the Hamburg/Schenefeld area, based on the most economical and easy connection for time saving with regard to transportation. XFEL.EU pays the accommodations of the Funded Users without breakfasts.

Only in exceptional cases and after prior approval by the UO can Funded Users self-book their hotel accommodations. In such cases, the maximum reimbursable limit is 80 € per night and without breakfast. The same limit shall apply if the accommodation is booked with compulsory breakfast. If self-booking is allowed by the UO, the Funded Users can get reimbursed only if the accommodation invoice is issued to XFEL.EU.

Funded Users staying at private residences will receive a lump sum of 20 € per night, without receipt.

2.3 Travel expenses

XFEL.EU reimburses the most economic or cheapest way of transportation. The travel expenses for Funded Users are covered for the journeys from home to the XFEL.EU premises and back, at a maximum for the time within the approved experiment period. These journeys can be between home and the closest airport or closest train/bus station in the home city (in Germany or abroad) in order to travel to Hamburg/Schenefeld, in Hamburg/Schenefeld between Hamburg Airport or the closest train/bus stations to the XFEL.EU premises, and between the place of accommodation to the XFEL.EU premises and back.

Major deviation from the start and end dates of the approved experiment needs justification and prior approval by the UO.

The following subsections describe the scope and limit of the cost items, which are covered by XFEL.EU for Funded Users.

2.3.1 Airfare

XFEL.EU covers *economy-class* airline tickets only. The reservations and reimbursement are based on the cheapest available fare. Deviation from this policy is possible only with prior approval by the TO. The TO will book the airfare through the contracted travel agency for Funded Users as soon as their travel funding as indicated in the Arrival Form (A-Form) is approved, at a maximum for the period of the approved beamtime schedule. Depending on the needs of the experiment, deviation from the approved start and end dates can be granted subject to UO approval (see the general information at the beginning of this chapter).

The use of air transport for inland travel is justified only if *one* of the following is true:

- If the price of a plane ticket is more economical than other means of transport and either flying reduces the travel time by one business day or traveling with train will take more than six hours each way.

- The cost-effectiveness can be demonstrated by other financial considerations (e.g. cost savings compared to alternative means of transport or avoidance of additional daily and overnight allowances). A comparative calculation can be prepared by the contracted travel agency.

If a private stay/extension is included, XFEL.EU covers only up to the maximum price of the airfare for the period of the approved beamtime schedule (including preparation and/or follow-up). A price comparison must be provided to the TO.

Only in exceptional cases and after prior approval by the TO can Funded Users self-book their airfare within the allowed limits.

2.3.2 Train fare

XFEL.EU covers *second-class* train tickets only. In general, a normal fare is the maximum allowed. The booking of the next available class is permitted only with prior approval by the TO. The TO will book the train fare through the contracted travel agency for the Funded Users as soon as their travel funding is approved by the UO, at a maximum for the period of the approved beamtime schedule (including preparation and/or follow-up).

If a private stay/extension is included, XFEL.EU covers only the maximum price of the train fare for the period of the approved beamtime schedule (including preparation and/or follow-up). A price comparison must be provided to the TO.

Only in exceptional cases and after prior approval by the TO can Funded Users self-book their train trips within the allowed limits.

BahnCard reimbursement

The TO does *not* subsidize BahnCard purchases.

If a Funded User has and can use a BahnCard for the train booking, the BahnCard data must be provided to the TO for booking purpose.

2.3.3 Private car or rental car

Use of a private car or a rental car is only eligible for reimbursement with *prior written justification*, including a detailed explanation, and must be approved by the TO *in advance*.

If a private car is used, the car mileage is reimbursed at 0.20 € per driven km, without damage coverage.

For exceptional cases, if a private car is needed for transportation of heavy or sensitive experiment equipment from inland or abroad, provided the TO has approved the use, a car mileage of 0.20 € per km, without limit for the total driven km and without damage coverage, is reimbursable, but not more than the equivalent train fare or airfare for a similar trip. The incurred toll fees, gasoline, and parking fees will also be reimbursed. A price comparison of the equivalent train fare or airfare for a similar trip, including the associated expenses, must be provided *before the trip* to the TO for approval.

If a private car is used, it is recommended that the Funded Users clarify and obtain approval from their home institute concerning the insurance coverage (damage and liabilities) as well as safety and security aspects due to transportation of sensitive equipment, chemicals, and hazardous materials prior the trip. Funded Users are responsible for the provision of the delivery note and the transportation documents accompanying the equipment being transported from the home country to Germany and back as well as for the import/export procedures, in particular with respect to customs. The same applies if a rental car is used. All consumables and materials to be brought on site need *prior approval* by XFEL.EU in the framework of a proposal.

If a rental car is approved by the TO, XFEL.EU covers the actual cost of a compact, intermediate, or standard rental car, including gasoline for a round trip, for the portion of the trip that is for official business. There is no reimbursement for extra expenses due to usage on site.

After *prior approval* by the TO, the Funded Users may self-book the rental car within the allowed limit and can get reimbursed only if the rental car invoice is issued to XFEL.EU.

2.3.4 Local transport

XFEL.EU covers local transportation expenses in second/economy-class (i.e. metro, bus, or tram/train tickets in departure city/country and in Hamburg/Schenefeld).

XFEL.EU reimburses a lump-sum HVV (Hamburger Verkehrsverbund, the network of local public transportation companies) daily ticket fare for local transports in Hamburg/Schenefeld during the period of the approved beamtime schedule (including preparation until follow-up). The current applicable rate is 7.60 € for the metropolitan Hamburg public transport system (including Rings A–B or Rings 1–2). The applicable rate will be adjusted following the updated new fares (usually on a yearly basis) by HVV.

Source: <http://www.hvv.de/en/tickets/single-day-tickets/overview/index.php>

2.3.5 Taxi

XFEL.EU covers taxi expenses in the departure, origin city, country, and/or Hamburg/Schenefeld only with justification. Reimbursement can be made only if taxi receipt is provided in original.

Examples of justification of taxi use:

- Taxi is needed outside the operating hours of public transportation
- Carrying bulky/heavy luggage (i.e. more than 25 kg) for experiment needs
- Health reasons

Carpooling or taxi sharing during the operating hours of public transportation is not a valid justification.

2.3.6 Other travel-related expenses

All other travel-related expenses associated with the booking of travel itineraries for a business trip to conduct a beamtime experiment at the XFEL.EU are subject to justification and can be reimbursed only if the original invoice/receipt is provided. A scanned original receipt in online form is acceptable.

If the other travel-related expenses exceed 150 € (gross), an invoice issued to XFEL.EU must be provided.

Examples of other travel-related expenses:

- Extra seat reservation during a long-distance flight with a minimum of five hours duration in one straight flight (i.e. long legroom seat) provided there is a written justification due to either health reasons or business purposes.
- Seat reservation fee for train ticket.
- Service charges for airfare or train fare bookings.
- Check-in baggage fee.
- Extra fee for bulky business luggage for transportation of experiment equipment, samples, and/or materials, provided there is a written justification. Approval must be obtained from the TO *before the trip*. Note that shipping costs for materials, equipment, and samples are not covered by XFEL.EU.
- Storage fees for luggage.
- Credit card charges if used for paying travel-related expenses.
- Foreign currency exchange fee, proportional to the amount used for paying travel expenses (not for meals or subsistence expenses)
- Entry visa processing fees (e.g. photograph, consular fee, entry visa handling fee, or service charges).
- Parking fee at the airport is reimbursable up to a maximum of 5 € per day, unless it is proven to be cheaper than taking a taxi, if taking a taxi would have been inevitable.

A documented explanation should be given for any unusual expenses not listed above (in exceptional case and to be agreed by the TO). Approval of full reimbursement is contingent upon meeting the guidelines and limitations established in this document.

There are some expenses that are *not* covered by XFEL.EU.

Examples for non-reimbursable expenses:

- Internet access is available on the XFEL.EU premises in all areas. No additional internet access fee will be reimbursed (e.g. in a hotel).
- Fines and losses of personal belongings.
- Travel equipment (for example, luggage or bags).
- Tips.
- Daily newspapers, gifts, hotel index, city maps, or topographic maps.
- Travel insurances (e.g. additional travel accident insurance, travel cancellation insurance, travel liability insurance, air accident insurance, or overseas medical insurance).
- Replacement, repair, or cleaning of travel amenities or clothes.
- Expenses for credit cards (annual fee).
- Expenses for foreign currency exchange used for paying for meals or subsistence needs.
- Medical or medicine costs.

2.3.7 Insurance: Health, accident, and private third-party liability

It is mandatory that all users have medical and accident insurance coverage during their visit to XFEL.EU. This has to be arranged *before* the travel. For users affiliated with EU countries, it is recommended to get a blue-and-white European Health Insurance Card (EHIC) or, for longer periods of “posting”, to obtain an “S1” certificate from the respective national health care provider to ensure full access to medical services in Germany. For users affiliated with non-EU-countries, XFEL.EU can help with the registration to the mentioned insurance at the user’s own cost. Please refer to our *User Guide* (www.xfel.eu/users) for further information.

It is recommended that all users have *private third-party liability insurance* during their stay in Hamburg/Schenefeld. Seeking advice by a personal insurance advisor in the country of origin for this purpose is recommended.

 **CAUTION:** Private third-party liability insurance does not cover damages caused in our facility.

Further details concerning insurance coverage, premium rates, and registration procedures will be made available on the XFEL.EU website (www.xfel.eu).

3 User travel arrangements

This section describes the procedures and requirements for Funded Users to arrange their beamtime experiment trips to XFEL.EU and claim the expenses that are incurred during their trips.

3.1 Travel funding request

In order to qualify to receive funding for a user trip, the following requirements must be fulfilled:

- Beamtime proposal is accepted and beamtime is scheduled.
- Application for travel funding is submitted online via an A-Form in UPEX *prior the trip* by the Main Proposer *a minimum of four weeks before* the trip, with one application for each approved beam schedule.

The UO checks the eligibility and decides on the approval of travel funding for the Funded Users according to the date of entry and the availability of funding. This is also a basis for matters relevant to entry visas, if applicable.

3.2 Travel bookings

In principle, the UO and TO support the arrangement of Funded User trips, including bookings of accommodation, airfare, train fare, and rental cars.

This section is applicable only if the requirements of the travel funding are fulfilled.

3.2.1 Accommodation reservation and booking

UO provides support for reservation and booking of accommodation following the scope and limit set out in Section 2.2, “Accommodation”.

Reservations of rooms for non-Funded Users are invoiced directly to the respective users. Accommodation bookings for Funded Users are invoiced to and settled directly by XFEL.EU.

3.2.2 Airfare booking

The TO provides support for the reservation and booking of airfare following the scope and limitations set out in Section 2.3.1, “Airfare”.

Airfare bookings for all Funded Users are made by the TO.

Airfare bookings for Funded Users are invoiced to and settled directly by XFEL.EU.

3.2.3 Train fare booking

The TO provides support for the reservation and booking of train fare following the scope and limits set out in Section 2.3.2, “Train fare”.

Train fare bookings for all Funded Users are made by the TO.

Train fare bookings for Funded Users are invoiced to and settled directly by XFEL.EU.

3.2.4 Rental car

The TO provides support for the reservation and booking of rental cars following the scope and limits set out in Section 2.3.3, “Private car or rental car”.

Rental car bookings for all Funded Users can be made by the TO.

Rental car bookings for Funded Users are invoiced to and settled directly by XFEL.EU.

3.3 Travel reimbursement

This section describes the procedures Funded Users can use to claim reimbursement for their incurred expenses related to their beamtime travels to XFEL.EU.

This section is applicable only if the requirements of the travel funding request and travel bookings are fulfilled (see Sections 3.1, “Travel funding request”, and 3.2, “Travel bookings”).

3.3.1 Submission of the reimbursement request


After the trip takes place, reimbursement is made for the expenses that were not pre-paid by XFEL.EU. The settlement is made as soon as possible by the TO, provided that all the relevant receipts/invoices, needed justifications, bank data for payment purpose, etc. are available and conform to the applicable user travel regulations.

All reimbursements are settled and paid by bank transfer in euro (€), provided that full bank details have been supplied by the Funded Users. XFEL.EU is responsible for any bank charges incurred in relation to such transfers.

Cash payment is *not* possible.

To qualify to receive funding for a user trip, the following requirements must be fulfilled:


- Beamtime proposal is accepted.
- Beamtime is scheduled.
- Request for travel funding is submitted and approved by the UO.
- All check-out procedures at XFEL.EU are completed (e.g. transponder is returned).
- Travel reimbursement claim or signed Visitor Allowance form are submitted electronically no later than three months after the visit to the TO. Claims sent back after this time limit will not be processed.

 **CAUTION:** Due to year-end closing, claims for reimbursement of Funded User trips completed in the previous year must be sent at the latest by the end of January of the following year.

- Travel reimbursement requests are submitted to the TO by each Funded User.
- No acceptance of collective invoices/receipts. Each user must submit his or her own invoices/receipts.
- All relevant receipts/requested data or needed justifications must be provided along with the claim, especially for self-paid invoices/receipts (e.g. DESY Hostel or hotel, train fare, rental car, local transport tickets, and boarding passes).
- If car mileage is claimed, a PDF printout of Google Maps indicating the claimed distance must be sent with the claim.
- If foreign currencies are used, the XFEL.EU-approved online currency converter (www.oanda.com) should be used. Conversion is made on the date of payment.

3.3.2 **Attaching documents (invoices/receipts)**

The Visitor Allowance form will be used for claiming reimbursement until XFEL.EU provides an online (web-based) travel reimbursement tool for Funded Users in order to allow the submission of the travel reimbursement request and to attach the receipts/invoices per scanned copy.

 **CAUTION:** All parts of the receipts and invoices need to be scanned, including the back side, unless it is a blank page.

Subsequent claims of travel reimbursement for an already settled trip by Funded Users shall be avoided as much as possible.

In case this occurs, the respective Funded User must indicate and inform the TO *in advance* and provide justification why there will be a subsequent claim.

If a subsequent claim is approved by the TO, the deadline for such a claim is no later than three months after the visit of the claimed trip. Subsequent claims sent back after this time limit will not be processed. The claim shall be

submitted following the procedures set out in Section 3.3.1, “Submission of the reimbursement request”.

4 Other related matters for Funded Users

4.1 Support for the German entry visa process

If an eligible and approved user (including a non-Funded User) needs to apply for a German entry visa, he or she must contact the UO for information or supporting documents, at the latest immediately after the user group registration is submitted to allow enough processing time from the local/home authorities.

The UO will prepare the invitation/confirmation letter by XFEL.EU for the beamtime visit following the details provided in the accepted beamtime proposal by XFEL.EU.

The process of acquiring a German entry visa is the responsibility of the respective eligible and approved user, if needed.

Assistance is provided only for eligible and approved users, not for spouses, partners, family, or relatives traveling together for private reasons.

The associated costs for acquiring the German entry visa for Funded Users are reimbursable if receipts are provided.

XFEL.EU does *not* cover the costs in case the reason for the cancellation of pre-booked air or train tickets and accommodation is due to a visa missing or not requested and obtained in time from the German authorities after the invitation for beamtime has been sent. In this case, XFEL.EU may request a refund of advanced payments regarding travel and accommodation done by XFEL.EU for the cancelled trip. The invoice will be sent to the organization of the user.

4.2 Combination with a private stay

Funded Users are allowed to combine personal and business travel as long as the Funded Users are responsible for all paid costs over and above the expenses incurred during the time period of and related to the approved XFEL.EU beamtime stay.

However, for all users, XFEL.EU will issue invitations for visa purposes only for the dates of the stay related to the experiment.

If a private stay is planned, the funded Users must inform the UO and TO *in advance* when planning to combine the trip with a private stay. The accommodations, travel expenses, and daily allowances are paid only for the XFEL.EU-approved beamtime-related period. Consequently, an airfare or train fare comparison if there is no private-related extension must be provided and properly documented *in advance*.

Private related stay shall be arranged by the Funded Users themselves.

4.3 Travel of another person related to the Funded User

Another person related to the Funded User can be the spouse, family member, or another person who accompanies the Funded User.

XFEL.EU does not pre-finance or reimburse the travel expenses of the other person related to the Funded User.