

User shipments funding

European XFEL can support users by funding part of the shipping costs related to allocated peer-reviewed user experiments instead of/in combination with travel cost funding (see User Note: [“User Travel Regulations”](#)), by applying similar rules regarding eligibility.

Eligibility

Up to six shipments can be funded per scheduled beamtime (depending on funded user travel and eligibility).

Eligible are shipments coming from/returning to organizations located in [shareholders and associate countries of European XFEL](#). The date of signature of the Convention concerning the Construction and Operation of the European X-Ray Free-Electron Laser Facility marks the start of funding eligibility.

Shipments within the Hamburg/Schenefeld area are *not* eligible for funding.

How to apply for shipment funding and some general limitations

- In order to request shipping funding, the Main Proposer must contact the EuXFEL User Office well in advance of the experiment, preferably per email (useroffice@xfel.eu)
- [ideally](#) at the same time as the request for [travel funding](#).
- Note that, for all shipments, even non-funded, the [Advance Shipping Notification form \(ASN\)](#) must be provided to the EuXFEL Customs- and Export Control Officer, Michael Heins at customs@xfel.eu also well in advance of shipping.

In total, per experiment, a maximum of 6 users, or 6 shipments, or a combination of both can be funded (e.g. 2 users' travels + 4 shipments). The User Office needs to know from the Main Proposer how many users, or shipments, or combination of both should be funded for the proposal within the given limit.

If the same item is sent to EuXFEL and back, the User Office will consider it as **one single** shipment. For example, if a sample is sent to us and the same sample (or sample dewar) is returned after the beamtime - this will count as one shipment.

The User Office needs to know, at the stage of the announcement of the incoming shipment, if the return should be funded as well, even if the return shipment is still uncertain at that time. This information should be provided by the experiment team member in charge for the practical arrangements for the shipment (see “Arrangements for single shipments” below). In any case, provision of funding for shipping (incoming and/or return) requires prior approval by the User Office.

Arrangements for single shipments

Funded shipments need to follow the general [rules for user shipments](#). For all shipments and irrespective of any funding requests, users **must** contact the Customs and Export Control Officer, Michael Heins at customs@xfel.eu well in advance of shipping anything to European

XFEL, also in order to receive advice on their specific case and avoid import/export issues.

Furthermore, shipments that have not been announced cannot be accepted!

Specifically for funding requests, the following information needs to be provided by the Main Proposer to the User Office:

- Estimate of the shipping cost for the shipment (incoming and returning – if applicable)
- Will there be return shipment? Where will it be shipped to?

If a return shipment is planned users must prepare its packaging and documentation after informing the Customs and Export Control Officer. Before the user groups leave the site they should leave return shipments at the European XFEL warehouse or, if agreed, with the local or lab contact. Return shipments are only funded if return is announced and funding agreed beforehand.

- *Warehouse opening times: Mon-Thu: 7:00-16:30; Fri: 7:00-15:30*

Reimbursable expenses

Reimbursable expenses are transportation costs up to the limit of the estimated cost for user shipments and within the limit of usual travel costs of a funded user. For non-EU shipments, reimbursement of customs and VAT costs could be done if it is still within the funding limit.

How to claim the occurred shipping costs

User institutes need to provide an invoice for the incurred shipping costs in order to receive reimbursement. Copies of cost receipts (e.g. transportation invoice from courier) need to be attached in copy as proof for the occurred costs. Alternatively an invoice by the shipping company could be acceptable in some cases (please check with the User Office).

The User Office will not accept invoices provided later than 4 months after the last shift of the experiment.

All invoices for funded shipments must have a reference on them that will be provided by the User Office. If an invoice reference was not provided to you please ask for one.

The invoice address is as follows:

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

Invoices can be sent per post, or electronically to invoice@xfel.eu, this email address is for invoices only, for correspondence useroffice@xfel.eu can be used.

All payments will be processed per bank transfer provided that full bank details have been supplied. European XFEL is responsible for any bank charges incurred in relation to such transfers.

The User Office will provide funding for shipments but no support for practical arrangements.

Cash payment is not possible

Checklist for funded user shipments:

Before beamtime

- ☐ Well in advance the Main Proposer provides information how many users/shipments are funded for the proposal.
- ☐ Like for all other (non-funded) shipments, the [Advance Shipping Notification form \(ASN\)](#) is provided to the EuXFEL Customs- and Export Control Officer, Michael Heins at customs@xfel.eu - also well in advance of shipping.
- ☐ For funding purposes, shipment details, shipment cost estimate and return shipment information are sent to the User Office by email (useroffice@xfel.eu) for each funded user shipment by the person in charge of the shipment
- ☐ User Office approves shipment information and cost estimate or informs user about limitations
- ☐ User prepares shipment and sends tracking information to Customs- and Export Control Officer and User Office by email (see contact information above)
- ☐ Shipment is sent to EuXFEL

After beamtime

- ☐ Return shipments are only funded if the return is announced and agreed beforehand. If funded return shipment is announced:
 - ☐ Users prepare packaging + documentation
 - ☐ Users leave return shipments at the EuXFEL warehouse (before they leave the site) or, if agreed, with local/lab contact
 - ☐ Warehouse opening times: Mon-Thu: 7:00-16:30; Fri: 7:00-15:30
- ☐ The organization of the user that was granted shipping funding sends an invoice with copies of cost receipts for occurred costs with invoice reference, not later than 4 months after the last shift of the experiment
- ☐ Invoice is checked
- ☐ Payment is made to the institute.