

## FUNDING AND REPORTING GUIDELINES FOR TNA USERS

EXCITE – WP5 TNA management - Document version 1.0 - May 2022

In the framework of the EXCITE project (Horizon 2020), costs sustained by the User(s) during the approved period to conduct TNA projects are covered within the following general limits (average flat rate):

### Remote service:

- €100 maximum rate for shipping of samples per project. Shipment receipts must be provided to the facility.

### Physical access:

- Travel costs: €300 maximum rate for travel from EU + associated<sup>#</sup> countries, and €1000 maximum rate for travel from all other countries. In order to be eligible for reimbursement, travel tickets' final destination (arrival) and departure (return) must be that of the facility location (closest airport/station). The shortest and most economical route by train or plane between the departure point and the place of the facility must be used. Original receipts/invoices/boarding passes must be provided to the facility.

- Living costs: €150/day maximum rate for housing and subsistence applies. Reimbursement applies only to days on which access is provided, plus one day before and after the access period to allow for travel, including weekend days if access is provided at the turn of the weekend. Depending on the access provider internal rules, living costs may be reimbursed as a flat rate daily allowance or after submission of original receipts/invoices.

Any derogation requires prior approval of the access provider.

Costs exceeding the limits set by the access provider must be paid by the user.

Please note that travel tickets for dates by more than one day outside the access period are still eligible for reimbursement, provided that: i) housing and subsistence refunds will not be provided for the extra days, ii) an appropriate reason is provided, which is connected to the scientific activities of the TNA project (e.g. working with facility scientists/collaborators involved in the project).

Travel tickets and accommodation and living expenses will be reimbursed, by transfer to the user's bank account, on provision of original receipts and after the user has completed the scientific and financial reports. In the event of cancellation or absence due to *force majeure* circumstances, subsistence and travel allowance cannot be claimed. It is suggested to the user to include cancellation insurance in their travel reservation (provided by most travel companies) and to book accommodation with a free cancellation policy.

In principle, funding in EXCITE only covers the expenses of the user that has been granted the proposal. Exceptions may apply at the discretion of the facility. In any case, the user must discuss with the Facility Manager the number of users allowed at the facility (even if not refunded by EXCITE), since restrictions may apply (e.g. Covid measures could be imposed that limit or prohibit physical access to a facility). The final decision on the type of access and number of visitors allowed is made by the facility manager.

<sup>#</sup> = countries associated with Horizon 2020 + member states of European Free Trade Association (Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Georgia, Iceland, Israel, Liechtenstein, Kosovo, Morocco, Moldova, Montenegro, North Macedonia, Norway, Serbia, Switzerland, Tunisia, Turkey, Ukraine, United Kingdom).