

Reimbursement of Travel Costs within the HadronPhysics2 Integrated Infrastructure Initiative

Within the HadronPhysics2 (HP2) Integrated Infrastructure Initiative GSI supports Access of international user groups according to the recommendations of the HP2 User Selection Panel. In addition, travel funds are available for HP2 Joint Research Activities and Networking.

Reimbursement of the travel cost is regulated by the GSI travel department. The required form 'Statement of Travel Cost' is available as PDF document on the GSI HP2 webpage: www.gsi.de/informationen/users/EC-funding/I3/SIM2.html.

The following rules apply:

1. Travel: economy class for air fares, second class for train tickets, private car 0,30€/km irrespective of number of passengers.
2. Subsistence: flat rate daily allowance of 40€; day of arrival and day of departure are counted together as one full day; 40% = 16€ reduction for complementary meals (lunch or dinner), 20% reduction for breakfast at hotel.
3. Accommodation: flat rate of 30€/night for accommodation in GSI facilities at Messeler-Park-Straße 121 or actual cost (please include bill) for on-site guesthouse at Planckstraße 1.

If accommodation in GSI guest facilities is not available, GSI will reimburse hotel cost.

Please include originals of travel documents and the hotel bill in case of accommodation outside of GSI.

The statement form has to be countersigned by the GSI representative of the experiment (in case of Access) or by the GSI spokesperson of the Research or Networking Activity.

In case of Access, travel cost statements are to be submitted to GSI (Mrs. Silvia Engel) within days following the travel or latest six months after the travel. Forms submitted later cannot be considered.

Eligible activities (see pull-down menu in Travel Cost Statement):

11702	WP2 TORIC	11720	WP20 DIRCs
11706	WP6 SPHERE	11722	WP22 LatticeQCD
11707	Wp7 FAIRnet	11723	WP23 HardEx
11708	WP8 ReteQuarkonii	11724	WP24 JointGEM
11712	WP12 Access GSI	11725	WP25 PolAntiP
11715	WP15 CARAT	11726	WP26 ULISI
11718	WP18 FutureGas	11728	WP28 SiPM
11719	WP19 FutureJet		

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