Reimbursement of Travel Costs within the ENSAR Integrated Activity

Within the ENSAR Integrated Activity GSI supports Access of international user groups according to the recommendations of the ENSAR User Selection Panel.

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 ENSAR webpage or here.

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 or by the GSI ENASR Access spokesperson (Y. Leifels).

In case of Access, travel cost statements are to be submitted to GSI (Ms. Gabriele Maikranz) 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):

   12815 WP15 Access GSI

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