



**EXPLANATORY NOTE TO FILL IN THE FORMS**

(The forms must be filled in for any meeting)

**This note represents a guide to fill in correctly the forms in view of getting reimbursed for the claimed expenses.**

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For information please contact us:  
[EuropeanProjectsService@ego-gw.it](mailto:EuropeanProjectsService@ego-gw.it)

➤ **Model N. 1: "Travel authorization form"**

FP7-INFRASTRUCTURES - 2007 - 1 SP 4 - CAPACITIES Project ET "Einstein gravitational-wave Telescope" Grant Agreement N. 211743	
MODEL N. 1 : TRAVEL AUTHORIZATION FORM	
Name:	_____
Activity:	<input type="checkbox"/> WP1 <input type="checkbox"/> WP2 <input type="checkbox"/> WP3 <input type="checkbox"/> WP4 <input type="checkbox"/> WP5 <input type="checkbox"/> G.M. <input type="checkbox"/> S.T.
Purpose of travel:	_____
Travel destination:	From _____ To _____
Date of travel:	From _____ To _____
Means of transport:	<input type="checkbox"/> Bus <input type="checkbox"/> Ferry Boat <input type="checkbox"/> Train <input type="checkbox"/> Air <small>*cost (including the currency)</small>
Means of transport:	<input type="checkbox"/> Private Car / Rented Car <input type="checkbox"/> Taxi <small>reason _____ cost _____</small> <small>(The undersigned _____ able to be authorized to use his/her own/rented car type _____ and registration number _____ for personal transportation and/or for the transport of scientific equipment, including the IGO Consortium, from any public and criminal liability for the damages or harm that this means of transport may cause to persons or things, in particular to third party, to passengers or to the means itself)</small>
Room	N. Nights _____ Estimated total cost _____
Board (meals)	N. Meals _____ Estimated total cost _____
Approved by the WP Coordinator/Scientific Coordinator	_____ <small>see the attached approval mail</small>
Approved by the Project Coordinator (Dr. Jacques Colas)	_____
Date, ...../...../.....	_____ <small>signature</small>

The "Travel authorization" form must be filled in by the traveller and sent for approval as soon as possible and before making any reservation.

The Model N.1 must contain:

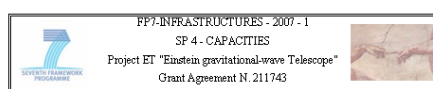
- the activity : WP1, WP2, WP3, WP4, WP5, General Meeting, Science Team,
- the purpose of the travel,
- information about the travel and its estimated cost.
- information about the board and lodging and their estimated cost.

- *The use of a private car/rented car or of a taxi is accepted when justified.*
- *The date of travel should match the date of the meeting, unless justified and approved by EGO; in any case, this should not increase the cost of the mission for ET.*
- *In case of needs (i.e. job needs) the coming back to a different place from the place of departure is possible if justified and previously approved by EGO; this should not increase the cost of the mission for ET.*
- *The cost of Internet or telephone connection is not eligible for reimbursement, except when directly connected to the project and demonstrated through a documented proof.*
- *The hotel cost should remain within the medium accommodation rate in use at the place of the meeting (normally below 150 Euro per night).*
- *Normally it will be reimbursed up to 30 € per meal and a maximum of 60 € per day.*

The "Travel authorization" form must be sent, for approval, by e-mail to the Working Package Coordinator or to the Scientific Coordinator (for WP5, General Meeting and Science Team) and in copy to [EuropeanProjectsService@ego-gw.it](mailto:EuropeanProjectsService@ego-gw.it). The Working Package Coordinator/Scientific Coordinator should give approval/disapproval quickly with a copy to [EuropeanProjectsService@ego-gw.it](mailto:EuropeanProjectsService@ego-gw.it).



➤ **Model N. 2: "Travel claim form"**



**MODEL N. 2: TRAVEL CLAIM FORM**

Date ...../...../.....

Activity  WP1  WP2  WP3  WP4  WP5  G.M.  S.T.

EGO - European Gravitational Observatory  
Via E. Amaldi  
56021 S. Stefano a Macerata - Cascina (Pisa) -  
ITALY

The undersigned.....  
asks to be reimbursed for the expenses - Total Euro..... Total in other  
currencies..... incurred in the execution of the activities related to the Model n. 1:  
Travel Authorization form of the ...../...../.....

For the payment of the amount, the bank references are the following (to be inserted only for  
the first request or in case of changes):

Bank.....  
Account n.....  
IBAN.....  
Swift/BIC code.....

**The boarding cards, used tickets, receipts and invoices (which have to be headed to  
EGO/Project ET and to indicate the traveller's name) are enclosed in original to the  
Model n. 3 List of expenses.**

Signature

[Model n. 2 - Travel claim form](#)

The "Travel claim form" must be filled in and signed by the traveller, specifying the date and the kind of the activity attended (WP1, WP2, WP3, WP4, WP5, General Meeting, and Science Team).

The Model n. 2 must contain: the name of the traveller, the total cost of the incurred expenses (in Euro and in other currencies), the date of the related "Travel authorization form", the bank references (with the first request for reimbursement and in case of changes).

- *All receipts/invoices/tickets/boarding cards **in original** connected to the claimed expenses are needed to be reimbursed.*
- *The hotel and restaurant receipts/invoices **have to be headed to EGO/Project ET** and indicate the traveller's name.*
- *A self-certification regarding the claimed expenses is not admitted.*
- *In case of unique restaurant receipt, please indicate behind the number of meals, the names and signatures of the participants.*

The "Travel claim form", in original, must be sent by the traveller by ordinary mail to EGO (see address on page VII) together with the other models and all receipts/invoices/tickets/boarding cards in original, so EGO may proceed with the reimbursement of the traveller's expenses.



➤ **Model N. 3: "List of expenses"**

The "List of expenses" must be filled in and signed by the traveller, specifying the date of request, the name of the traveller and the kind of activity (WP1, WP2, WP3, WP4, WP5, General Meeting or Science Team).

The Model n. 3 must indicate for **each expense**: the number of the related receipt / invoice / used ticket / boarding card enclosed in original. The Model n. 3 must also indicate the total cost of all the incurred expenses (in Euro and in other currencies).

If the traveller uses his/her own car, please indicate the car and travel information (car type and registration number, destination, date of travel) and the related fuel cost (EGO would like to point out that 0,35 Euro per kilometre will be reimbursed).

***See following scheme***

EGO manages the financial control over the claimed expenses. After the control activity, EGO communicates by mail, to the traveller and to the WP Coordinator who approved the travel, the total amount reimbursed (specifying the date of the payment), or if not accepted EGO shall mention the reasons.

The "List of expenses" in original, must be sent by the traveller by ordinary mail to EGO (see address page VII), for the approval by the Scientific Coordinator, together with the other models and all receipts/invoices/tickets/boarding cards in original, so EGO may proceed with the reimbursement of the traveller's expenses.







FP7-INFRASTRUCTURES - 2007 - 1

SP 4 - CAPACITIES

Project ET "Einstein gravitational-wave Telescope"

Grant Agreement N. 211743



All documents for reimbursement must be sent to:

## EUROPEAN PROJECTS SERVICE

EGO EUROPEAN GRAVITATIONAL OBSERVATORY  
VIA E.AMALDI  
56021 S. STEFANO A MACERATA – CASCINA (PISA)  
ITALY

*Fiscal code 90029060507*

*VAT n. IT01589510500*



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