

5 POST RESEARCH TA DOCUMENTATION AND REIMBURSEMENT

Within 20 working days after the Access is finalised, the User(s) and the Access Provider have to submit technical and financial reports to RISEnergy.

Additionally, the Users are asked to fill in a questionnaire of the European Commission about Access (<https://ec.europa.eu/eusurvey/runner/RIsurveyUSERS>).

5.1.1 Post-research User Report

Users who have been granted TA under the RISEnergy project Horizon Europe TA scheme will have to complete a summary post-research report form (exit questionnaire) following the RI visit.

The questionnaire's purpose is to get users' TA project information (e.g. results, challenges) and feedback to complete EU project reporting. It is also used to evaluate the RISEnergy TA programme, to give useful advice to the individual host facilities, to get input to the health and safety and the ethics report and to generally improve the services offered to Users.

5.1.2 Cost Claim User

Travel and subsistence expenses for Users will be reimbursed according to the normal internal rules and procedures of the RISEnergy project described below, as long as the total costs do not exceed the total available budget. All Users will be reimbursed by the project coordinator.

Pre-requirements for travel and subsistence reimbursements for the TA User:

- Submit the TA Cost Claim (via email to RISEnergy within 20 calendar days after the end date of Access (together with the TA User Report and TA Access Provider Report).
- Supporting documentation must be archived by each claimant and kept for four (4) years after the end of the Grant Period of RISEnergy project

RISEnergy will follow the TA reimbursement rules:

- Pre-financing by RISEnergy is not possible.



- RISEnergy will reimburse the costs of up to two researchers per proposal. If a larger number of researchers is required to achieve the objectives of the TA project, this must be justified in the Application form.
- The contribution from RISEnergy will never exceed the actual travel cost. That means only the actual costs will be refunded.
- Only claims for actually incurred costs with scans of receipts attached can be reimbursed (receipts for travel and accommodation).
- Travel expenses will be reimbursed in euros, where appropriate at the rate of exchange applying on the User purchasing/booking day.
- Travel arrangements should be made as early as possible after a TA project is awarded.
- The User(s) declare on their honour that they are not receiving a similar allowance or similar allowances from the Commission or another institution for the same visit. They may also be subject to additional controls and inspections, before or after the reimbursement, in accordance with applicable rules to safeguard the financial interests of the European Union.
- Where, taking into account any expenses incurred by disabled Users as a result of their disability or any person accompanying them, the allowances provided for appear to be clearly inadequate, the expenses shall be reimbursed when authorised by the competent authorising officer on presentation of supporting documents.
- The TA traveling reimbursement rules follow the KIT traveling reimbursement rules with a few adaptations for RISEnergy.

RISEnergy covers following costs of the TA Users:

5.1.2.1 Travelling cost

The maximum contribution per person is 700€ for travel costs within Europe ([Europe - Wikipedia](#)) and 2 000€ if the User is travelling from a country or to an RI located outside Europe. The refund is capped to the upper ceiling if the travel costs incurred exceed this limit or are equal to the cost incurred if lower. The User must provide evidence of the travel titles (ticket invoice/receipt, boarding cards) incurred only on the onward and return journey days per each Access site visited. No reimbursement is due for the local transportation costs incurred in the in-between days. The RISEnergy may explicitly authorise that the travelling



costs may exceed the amount set above in exceptional and duly justified cases where particular circumstances apply.

The RISEnergy may pay an additional return ticket to the User should it not be possible to work on the requested RI for a period longer than 7 calendar days.

Original tickets or e-ticket or original invoices and boarding cards must be collected by each User claiming costs and sent to RISEnergy. The invoice must clearly show information relating to the date of the journey, the price and the class of travel, as well as the name of the traveller.

5.1.2.1.1 Air travel

RISEnergy coordinator will reimburse each authorised User a single return economy class airfare per authorised Access session. If the flight is longer than 6 hours, economy plus cost will be reimbursed, by flights longer than 8 hours, business class. However, whenever available, booking low-cost flights is recommended as the reimbursement is limited to 700€/2 000€.

5.1.2.1.2 Travel by Railway

In general, for journeys of less than 400 km (one way, according to official distance by rail) this shall be 2nd class rail travel. Above 400 km, 1st class travel is possible. However, whenever available, booking low-cost tickets is recommended as the reimbursement is limited to 700€/2 000€.

5.1.2.1.3 Travel by car

TA Users are required to take public transportation for their travel. If the use of a car is unavoidable due to heavy equipment, substantial cost saving or similar reasons, TA Users should give notice when applying for reimbursement. In this case, the car journey can be compensated with a flat rate of 0.30€ per kilometre.

5.1.2.1.4 Other travel costs

Local transportation means such as airport shuttles, metro, bus coaches, taxis, rented cars, and ferries are eligible for reimbursement only if incurred on the days of the onward and return journey per each RI visited.

No refund is due for the local transportation costs incurred in the in-between days.



5.1.2.2 Accommodation

The maximum hotel allowances are based on the usual practice of the RISEnergy Coordinator KIT in accordance with the General Administrative Regulation on the Revision of the International Per Diem Allowance and the Overnight Accommodation Allowance from 17 October 2023 (ARVVwV 2023, [BMI-D6-20231019-SF-A001 \(verwaltungsvorschriften-im-internet.de\)](https://www.verwaltungsvorschriften-im-internet.de/BSV20231019-SF-A001)). Table 1 lists the hotel (accommodation) allowances (in €) for the 22 countries in which RISEnergy TA can take place.

For necessary overnight stays without evidence, the accommodation allowance is 50% of the amount stated in Table 1, up to a maximum of 30€.

Users who have to spend one or more nights at the Access location because the Access times are not compatible with flight or train times are also entitled to an accommodation allowance.

An accommodation allowance may also be paid for weekends and public holidays between Access days.

However, the total number of hotel nights covered by RISEnergy for the days on which the RI was not used is limited to 60% of the days on which the RI was used. This means that if 10 days were spent in the RI, only a further 6 days can be covered with the accommodation allowance.

5.1.2.3 Per diem rates

The daily allowance paid is a flat-rate amount intended to cover the additional costs incurred by the TA compared to the usual expenses at home. It covers expenses at the place of Access, including e.g. meals and local transport (bus, tram, underground, taxi, parking fees, motorway tolls, etc.) as well as travel and any other insurance.

The daily rates are based on the usual practice of the RISEnergy Coordinator KIT in accordance with the General Administrative Regulation on the Revision of the Foreign Daily Allowance and the Overnight Accommodation Allowance of 17 October 2023 ([BMI-D6-20231019-SF-A001 \(verwaltungsvorschriften-im-internet.de\)](https://www.verwaltungsvorschriften-im-internet.de/BSV20231019-SF-A001)). Table 1 lists the daily allowances (in €) for the 22 countries in which RISEnergy TA could take place.



Users who have to spend one or more days at the Access location because the Access times are not compatible with flight or train times are also entitled to a daily allowance.

A daily allowance may also be paid for weekends and public holidays between Access days.

However, the total number of daily allowances granted by RISEnergy for the days on which the RI was not used is limited to 60% of the days on which the RI was used. This means that if 10 days were spent in the RI, only a further 6 days can be covered by the daily allowance.

Table 1 Per diem allowance and maximum cost allowance for the location of RISEnergy RIs according to ARVVwV 2023. If ARVVwV 2023 is updated, the updated reimbursement rates will apply.

Destination	Per diem allowance (in €)	Maximum hotel allowance (in €)
Austria	41	117
Belgium	49	141
Bulgaria	18	115
Canada	45	214
Canada (Toronto)	45	392
Cyprus	35	125
Czech Republic	26	77
Denmark	62	183
France	44	105
France (Paris and Départements der Île de France)*	48	159
Germany	24	95
Greece	30	150
Greece (Athen)	33	139
Irland	48	129
Italy	35	150
Italy (Mailand)	35	191
Italy (Rome)	40	150
Japan	43	190
Netherlands	39	122

