

TRAVEL POLICY FOR E-RIHS ACCESS USER

Article 1 – SCOPE

This policy defines the terms and conditions under which the European Research Infrastructure Consortium (hereinafter "E-RIHS ERIC") provides travel and accommodation support to users granted access to its partner facilities.

This support aims to enable the mobility of researchers who may otherwise be unable to travel to E-RIHS ERIC partner facilities. It is not intended to cover all research-related costs, but only the travel and accommodation expenses necessary for physical access.

Users are required to use the most cost-effective means of travel and accommodation at all times. In cases not covered in this policy, please contact admin@e-rihs.eu

Article 2 – ELIGIBILITY

The conditions for eligibility are the following:

- the user has been granted access following a proposal submitted in response to an E-RIHS ERIC open call for access, scored above the evaluation threshold by the peer-review-panel.
- the user has received an invitation from the E-RIHS ERIC Central Hub to contact the relevant partner facility to agree and plan with the provider on the period of access.
- the user is not receiving funding for the same travel expenses claimed to E-RIHS ERIC.

2.1 Users' responsibilities

Users are expected to:

1. Exercise good judgment with respect to expenses;
2. Contact the travel agency indicated by the Central Hub for reservations;
3. Ask for authorization for longer periods of time (see attachment);
4. Always use the most cost-effective means of travel.

Article 3 – E-RIHS ERIC ACCESS SUPPORT

E-RIHS ERIC covers travel and accommodation expenses for **one (1) user** per project for the period of measurement at an E-RIHS ERIC facility, in accordance with the schedule agreed with the provider, up to a maximum of **five (5) nights**.

User benefiting from the E-RIHS coverage for travel expenses is required to indicate their role (e.g. principal investigator, team member).

An extension may be granted to allow arrival one day prior to the start of the access and/or, one day after its completion, where required by travel constraints (e.g. lack of available transport). Prior Authorization must be requested by completing the attached form.

Additional days may be arranged at the user's own expense.

Costs related to the transportation of goods (including equipment, instruments, sample holders, and samples) are not covered.

3.1 Travel organization

The user must submit a travel request through the dedicated form provided by the Central Hub which is shared with all granted proposal. Once the request has been approved, the user shall first contact the provider to schedule the period of access and then contact the travel agency designated by the E-RIHS ERIC Central Hub to arrange travel and accommodation. Final approval is granted by the Central Hub to ensure consistency with the available budget.

In the event of cancellation requested by the user for reasons not attributable to E-RIHS ERIC or to the partner facility, all incurred costs must be reimbursed to E-RIHS ERIC. Failure to do so will result in the exclusion from any future E-RIHS ERIC support.

3.2 Accommodation

Accommodation is provided by E-RIHS ERIC through the travel agency **for up to five (5) nights**.

Five-star hotel accommodation is not covered.

Users may request additional days at their own expense.

3.3 Meals

The support provided does not cover the cost of meals.

Article 4 – DOCUMENTATION OF EXPENSES AND REIMBURSEMENT

Electronic receipts must be sent to admin@e-rihs.eu.

If receipts are not available in electronic format, the original documents must be sent to the following address: E-RIHS ERIC Central Hub, Via delle Cascine n. 35, 50144 Florence – Italy.

Version	Date	Prepared by	Reviewed/Approved by	Notes
1.0	29.04.2026	D. Buti, B. Doherty, M. C. Grano, C. Mustarelli	V. Virgili (E-RIHS DG)	



AUTHORIZATION FORM
Travel Expenses Outside Access Project Period

Access Project Title:

User Name:

Affiliation/Institution:

1. Travel Details

- **Destination(s):** _____
- **Dates of Travel:** _____
- **Approved Project Access Period:** _from.... To....
- **Extra period:** from ... to

2. Justification for Expenses Outside Access Project Timing

Please provide a detailed explanation of why the travel expenses will be incurred outside the approved Access project period (*If possible, explain the advantage e.g., lower ticket cost, reduced length of stay*):

.....

3. Declaration by User

I hereby declare that:

- The above information is accurate and complete.
- The travel was necessary for the successful completion of the project.
- I acknowledge that E-RIHS will cover only expenses directly related to the Access project – up to 5 nights accommodation and return tickets (eg. flight, train) - and that no additional claims will be made to the E-RIHS Central Hub.

Signature: _____

Date: _____

4. Approval Section

Approved

E-RIHS ERIC DG
Dott.ssa Vania Virgili

