

TRAVEL POLICY FOR E-RIHS ACCESS USER

Version 4.0, 27 July 2026

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.

Article 2 – ELIGIBILITY AND USERS' RESPONSABILITIES

2.1 Eligibility

The conditions for eligibility are the following:

- a) 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.
- b) 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 service manager on the period of access.
- c) the user is not receiving and will not claim funding from any other source for the same travel expenses claimed to E-RIHS ERIC.

2.1 Users' Responsibilities

Users are expected to:

- a) Exercise good judgment with respect to expenses;
- b) Contact the travel agency indicated by the Central Hub for reservations;
- c) Request prior authorization for eligible expenses outside the approved access period (see attachment);
- d) Always use the most cost-effective means of travel and accommodation;
- e) Inform the Central Hub without delay of any change or cancellation;
- f) Hold valid travel documents and, where required, personal travel and health insurance, which are not covered by this policy.

In cases not covered in this policy, please contact admin@e-rihs.eu.

Article 3 – E-RIHS ERIC ACCESS SUPPORT

3.1 Coverage and Limits

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 service manager, 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. user group leader, 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.

3.2 Access Support Request

Once the proposal has been granted, the user receives an award notification from the Central Hub, including the **access support request form**. The user shall first contact the service manager to schedule and agree the period of access, and must then submit the access request form, indicating the agreed period of access, **within fifteen (15) days from the receipt of the award notification and at least one (1) month before the start of the access**. Late submissions may not be accepted.

3.2 Travel Organization

Once the access support request has been approved by the Central Hub, the user shall contact the travel agency designated by the E-RIHS ERIC Central Hub to arrange travel and accommodation. The booking is subject to confirmation 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.

Please note that a copy of the user's identity card or passport will be requested for booking purposes and processed in accordance with the applicable data protection legislation.

3.3 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.

3.4 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.

Article 5 – EXCEPTIONS AND SPECIAL CONSIDERATIONS

5.1 Exceptions

E-RIHS ERIC is committed to making its access services usable by all users. Exceptions to this policy may therefore be granted where a user's health condition or disability so requires, and may also be considered in other duly justified circumstances. Health conditions and disabilities must be

documented in writing by a qualified medical authority. Any request will be assessed on a case-by-case basis by the Director General, in consultation with the Central Hub Staff and the travel agency, and the decision is confirmed in writing to the user.

5.2 Consequences of non-compliance

Users who fail to respect the applicable policies may not be granted access and travel support in the future.

Users are also expected to interact with E-RIHS ERIC staff, service managers and the travel agency in a respectful and professional manner. Conduct that is abusive, or that seeks to obtain benefits beyond those provided for in this policy, may lead to the same measure.

Before any such measure is taken, the user is informed in writing and given the opportunity to provide explanations. The decision is taken by the Director General and communicated in writing to the user.

This measure is in place to ensure the safety, fairness, and integrity of our services for all users.

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 (e.g. flight, train) – and that no additional claims will be made to the E-RIHS Central Hub.

Signature: _____

Date: _____

4. Approval Section

☐ Approved

Director General of E-RIHS ERIC

Table of Changes

Version	Date	Prepared by	Approved by	Notes
1.0	29.04.2026	D. Buti, B. Doherty, M. C. Grano, C. Mustarelli	V. Virgili (E-RIHS DG)	
2.0	14.05.2026	D. Buti, B. Doherty, M. C. Grano, C. Mustarelli	V. Virgili (E-RIHS DG)	Art. 3 Timing set to submit access request Art. 3.1 update on requested ID for booking purposes Addition of Art. 5 on exceptions and special consideration
3.0	23.07.2026	D. Buti, B. Doherty, M. C. Grano, C. Mustarelli	V. Virgili (E-RIHS DG)	Art. 3 timing set moved to Art. 3.1 Art. 3.1 added and update the following section
4.0	27.07.2026	C. Mustarelli	V. Virgili (E-RIHS DG)	Art. 2 retitled and split into 2.1 Eligibility and 2.1 Users' Responsibilities; users' obligations extended; Art. 3 organized in sub-sections; sequence of the access support request corrected and duplications removed; Art. 3.2 data protection reference added for identity documents; Art. 5 split into 5.1 Exceptions and 5.2 Consequences of non-compliance; right to be heard introduced; Terminology aligned with the Access Policy (service manager, user group leader)