

Regulations travel and access costs for Lasers4EU

T&S: Eligible: Actual cost of economy class for air fares, second class for train tickets.
Recommendation: 100 Euros daily allowance for accommodation and subsistence.

T&S budget capping: Individual T&S budgets are capped based on the respective Laserlab-Europe V expenses and proportionally to the number of access days to be provided within Lasers4EU. Monitoring and dynamic reallocation are done by the Access Board.

Guidelines for managing the T&S capping:

- a) 400 € max per user per project for travel
- b) 100 € of subsistence/day/user **6 days/week**
- c) On average, 2 users max per project during the whole Lasers4EU project

In any case,

- the T&S costs reimbursement must be in line with the beneficiary's usual practices and
- the capping shall be managed at the level of the individual T&S budget of the respective beneficiary (alternatively at the level of one project but not per user).

Shipping costs are eligible (together with T&S) as long as they comply with the eligibility criteria defined in art 6. of the grant agreement.

Remote access: Remote access must be based on a strong and auditable involvement of the user(s):

- The user(s) should be directly involved, usually on a daily basis, via video link, and must actively participate in the different steps and decisions during the experiment.
- Proofs of such involvement (e.g. minutes of the video discussions on the lab books) shall be kept for audit purposes.
- The remote users shall fill a form certifying the amount of remote access provided to them.
- The Unit Cost claimed for remote access is the same as for physical access.

For reporting and audit purposes, the "Confirmation of Access" form has to be provided by the users before reimbursement