

Travel & Subsistence

1. General

This document is provided as a guideline for the Travel & Subsistence (T&S) arrangements available to users when undertaking experiments at Diamond Light Source. This is primarily applicable to users who are eligible for funding.

This document is subject to change and users should check the guidelines before their visit.

2. Eligibility

All Diamond users who are based in the UK at the time of their experiment will be eligible for travel, accommodation and subsistence funding, subject to the criteria below.

Users visiting Diamond from the European Union may be able to benefit from funding through European projects. This typically requires the Principal Investigator and most of the Co Investigators are based in an EU country, excluding the UK. Alternatively, users may be eligible to apply directly to European funding streams and Diamond encourages you to apply. If funding is not clearly available, users should contact the Diamond User Office to find out if Diamond can fund travel, accommodation and subsistence.

Only in exceptional circumstances will financial support be available for users who are based outside the UK or the EU.

Where funding is provided it will be limited to:

- Up to 3 users per beamline session
- Up to 4 users if the beamline session is particularly complicated or safety requires an additional user (a case needs to be made)
- Up to 3 users per institute if a BAG session is sending users from more than one home institute
- Up to 2 users per eBIC session. For eBIC BAGs up to 2 users per institute if a BAG session is sending users from more than one home institute.

3. Travel

Travel costs for journeys between the home institution and Diamond Light Source, at the start and end of each experimental session. Users must make their own travel arrangements. Reimbursement of travel expenses will be made on the basis of the second class train fare, car travel or the appropriate APEX air fare. Travel

IMPORTANT: Preference must be shown for the most economical means of transport. Car mileage/hire cars will only be paid if it is more economical than standard class rail travel and groups should travel together. This is particularly the case for long distance journeys. Multiple reimbursements of car costs for a beamtime session are at the discretion of Diamond Light Source.

- Train travel:
 - users should book this directly and plan to arrive at Didcot Parkway Station. Please note that only standard class rail travel will be reimbursed.

- Air travel:
 - most economical air fare (up to APEX) travel
 - users should refer to the table overleaf for UK airports which have a cost efficient transfer to Diamond.
 - users should plan to arrive at Didcot Parkway Station
- Claims for mileage:
 - users should detail each trip as an individual item on their claim form.
 - reimbursement will be calculated at 45p per mile.
- Hire cars:
 - should be booked through the establishment and they must send an invoice to Diamond Light Source within three months. Users may only claim for the hire charge & the fuel expended. The option of one-way hire should be considered if relevant. In order to make the use of hire cars cost-effective, all team members must travel together.
- Taxis :
 - users should request taxis in advance via the User Office. The User Office will arrange an open booking with a local taxi firm and pay for it directly. Users should give their name to the taxi driver, state their destination and tell them it is an open booking. Please note, in daytime hours users are expected to use the local bus service from Didcot Parkway Station unless they have heavy experimental equipment.
 - If users do not request a taxi booking and then submit a claim for the taxi fare then Diamond Light Source will reduce the claim to the cost that it would have incurred.
- Buses:
 - Buses are available from Didcot Parkway Station to the Harwell Campus. Buses should be used during the day both in the week and at week-ends.
- Bicycle:
 - this will be reimbursed at 20p per mile.

Claims must be accompanied by copies of travel vouchers, car hire agreements, petrol receipts etc. and VAT receipts should be obtained where possible. Claims should be presented in chronological order so that the journey can be followed. Claims which are completed incorrectly will be rejected.

Preference must be shown for the most economical means of transport for the entire journey and this may change if a group of users travel together. A summary of acceptable transfer options from airports are given in the appendix to this document. If alternative arrangements are made, users are asked to determine transfer costs before booking flights since some are considerable and will only be reimbursed at the discretion of Diamond Light Source.

4. Subsistence

Diamond Light Source will load cash directly onto user access cards to cover these costs. Breakfast is available at the Guest House (for those staying) or at the onsite restaurant with lunch and evening meals also being available at the onsite restaurant. Diamond Light Source will not reimburse any claims for food costs except when the card system has not been working, in this case receipts must be provided.

5. Shipping Samples

Where no users visit Diamond for their experiment, costs of shipping samples can be reimbursed at the discretion of Diamond. Please contact the Diamond User Office for advice about whether we will refund the costs incurred.

6. Reimbursement

Claims will be accepted for approved beamtime only and claims will only be settled for users who are registered on the session for which the claim has been submitted. It is the responsibility of the Principal Investigator to ensure that all Co Investigators are registered. Diamond will not reimburse costs associated with obtaining a visa to attend beamtime.

Users should submit their claims via the online claims system. Reimbursement of claims will only be processed when:

- all **proof of expenditure** is scanned and attached to the claim
- the Principal Investigator or Team Leader has completed and returned the **End of Experiment Feedback form** and all proximity passes to the User Office.

Expenses will be paid directly into the users' bank account.

Where the expense has been incurred by a third party, e.g. the home establishment, an invoice should be raised with all associated receipts attached. All documentation should be sent for the attention of the Diamond User Office who will process payment. It is important that the invoice references the beamtime visit and has the names of the users for which the costs were incurred.

In all cases, claims should be submitted as soon as possible after the beamtime. Claims received more than three months after the end of beamtime will not be processed.

Appendix 1

A summary is given below; please refer to the relevant website to find out cost details and the best travel option for your journey.

	Arrival Time	What to do	What we pay
Didcot Parkway Station	8am – 6pm	Catch the No. 32 bus to Wantage, stop required Harwell IBC http://www.thames-travel.co.uk/busx32/busx32.htm	✓
	6pm – 8am	Taxis must be arranged through the User Office since a better rate can be obtained. It will be paid directly by Diamond.	✓
Heathrow Airport	Early morning to late evening	Reading-Heathrow RailAir Coach. Train to Didcot Parkway. - Coach every 20 mins, travel time 45mins. - Train every 10mins, travel time 15mins. http://www.railair.com/	✓
	Early morning to late evening	The Airline Oxford bus. Train to Didcot Parkway. - Bus every 30 mins, travel time 1hr 20mins. - Train every 10mins, travel time 15mins. http://www.oxfordbus.co.uk/	✓
		Taxi to be booked directly by Diamond User Office.	More than 2 travelling
Gatwick	Constant	Gatwick Airport to Reading Train. Train to Didcot Parkway. - Direct train every hour, travel time 1hr 20mins - Train every 10mins, travel time 15mins. www.oxfordbus.co.uk/	✓
	Early morning to late evening	Oxford bus. Train to Didcot Parkway. - Bus every hour, travel time 2-2.5 hrs. - Train every 10mins, travel time 15mins. www.oxfordbus.co.uk/	✓
		Taxi to be booked directly by Diamond User Office.	More than 2 travelling

Birmingham	Early morning to late evening	<p>Birmingham International to Oxford train. Train to Didcot Parkway.</p> <ul style="list-style-type: none"> - Direct train every hour, travel time 1hr 45mins - Train every 10mins, travel time 15mins. <p>www.oxfordbus.co.uk/</p>	✓
Bristol	Early morning to late evening	<p>Express coach to Bristol Temple Meads. Train to Didcot Parkway.</p> <ul style="list-style-type: none"> - Coach every 20 mins, travel time 30 mins - Direct train every 30 mins, travel time 1hr <p>www.bristolairport.co.uk www.nationalrail.co.uk</p>	✓
Southampton	Early morning to late evening	<p>Southampton Airport to Reading train. Train to Didcot Parkway.</p> <ul style="list-style-type: none"> - Direct train every hour, travel time 1 hr - Train every 10mins, travel time 15mins. <p>www.nationalrail.co.uk</p>	✓