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. Expenditure
The following table summarises the position with regard to T&S.

<table>
<thead>
<tr>
<th>User</th>
<th>Criteria</th>
<th>Travel</th>
<th>Accommodation &amp; Food</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK based</td>
<td>UK Academic Principal Investigator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working with non-UK or EU based Principal Investigator.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>EU based</td>
<td>EU led experiment where the majority of the team are from the EU.</td>
<td></td>
<td>Contact Diamond User Office.</td>
</tr>
<tr>
<td></td>
<td>EU led experiments when the majority of the team are not from the EU</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working with a UK based Principal Investigator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working with a non-UK or non-EU based Principal Investigator</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>World Wide</td>
<td>Working with a UK or EU based Principal Investigator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working with a non-UK or non-EU based Principal Investigator</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Industrial</td>
<td>UK based user on non-proprietary beamtime or beamtime associated with an academic experiment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Users based outside of the UK on non-proprietary beamtime or beamtime associated with an academic experiment.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proprietary beamtime</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
General

- Claims will be accepted for approved beam time only.
- Up to three members of a team will be eligible for support. We will cover four users for complex experiments or to ensure safety is not compromised. Please request this on the online notification form.
- Travel costs for journeys between the home institution and Diamond Light Source, at the start and end of each experimental run, will be reimbursed by the most economical route. Please read the travel section carefully and note the restriction of car travel.
- Claims for food taken on the journey are not allowed.
- Claims are only settled for users who are registered on the visit for which the claim has been submitted. It is the responsibility of the Principal Investigator to ensure that all Co-Investigators are registered.
- Claims cannot be paid to any third party, e.g. home establishment. In this instance an invoice should be raised to which receipts should be 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. It should be sent as soon as possible after beamtime and no later than 3 months.
- Diamond will not reimburse costs associated with obtaining a visa. These must be paid for by the individual concerned.

Additional Notes for Block Allocation Groups (BAGs):

- When several groups are sharing shifts in 1 experimental visit then Diamond Light Source will reimburse travel costs for 3 people from each group. If accommodation is required then Diamond Light Source will only cover the cost of 3 rooms on the night before and the night of the experiment.

Claims must be submitted online no later than three months after the end of beamtime. After this time the visit will be unavailable to claim against.

2.1 Accommodation

An on-site Guest House is available for users with beamtime allocation and will include breakfast. This should be booked in advance through the User Office when completing the notification forms. Accommodation will be available for the duration of beamtime time plus up to two additional days to aid setup and collation of results. Users must request the additional day when completing the online notification form.

Diamond Light Source will pay the Guest House directly for users eligible for funding. Users not eligible for funding will be required to settle their bill directly upon departure with the Guest House. In instances where users fail to settle their own accounts, the User Office will provide the Guest House with contact details of the user so that payment can be made.
Cancellations, users should cancel accommodation through the User Office at least one week before scheduled beamtime. We ask establishments to work with us to avoid payment of unwanted accommodation. If scheduled beamtime is cancelled due to problems with the synchrotron then the User Office will be responsible for cancelling accommodation.

2.2 Meals

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.

2.3 Dewar Shipment

Dewar shipping costs will only be reimbursed by Diamond Light Source for beamtime taken remotely. The Team Leader for that beamtime should submit an online claim to Diamond Light if costs were incurred directly or arrange for their establishment to raise an invoice to send to Diamond Light Source.

2.4 Travel

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.

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 then 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 visit 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. Users are asked to determine transfer costs from airports not given below before booking flights since some are considerable.

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

<table>
<thead>
<tr>
<th>Arrival Time</th>
<th>What to do</th>
<th>What we pay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Didcot Parkway Station</strong></td>
<td>8am – 6pm Catch the No. 32 bus to Wantage, stop required Harwell IBC <a href="http://www.thames-travel.co.uk/busx32/busx32.htm">http://www.thames-travel.co.uk/busx32/busx32.htm</a></td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>6pm – 8am Taxis must be arranged through the User Office since a better rate can be obtained. It will be paid directly by Diamond.</td>
<td>✔</td>
</tr>
<tr>
<td><strong>Heathrow Airport</strong></td>
<td>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. <a href="http://www.railair.com/">http://www.railair.com/</a></td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>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. <a href="http://www.oxfordbus.co.uk/">http://www.oxfordbus.co.uk/</a></td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>Taxi to be booked directly by Diamond User Office. More than 2 travelling</td>
<td></td>
</tr>
</tbody>
</table>
### 3. Reimbursement

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.