



Please write clear and in CAPITAL letters)

LASERLAB EUROPE CONTRACT N. **LASERLAB EUROPE N.871124**

Sesto Fiorentino, date.....

Name Last Name _____

Born in on _____

Nationality _____

Permanent Address _____

Employer's Name _____

Proposal-ID _____

Local contact _____

For the reimbursement for the period:

*If the experiment ends on Friday evening, the reimbursement of living expenses can be made until departure if it is scheduled for the following day,

from (yy/mm/dd)_____ at (hh:mm)

to (yy/mm/dd)_____ at (hh:mm)

- Travel Expenses (1)

Tickets:

air (please enclose the boarding passes*) _____

train _____

other _____

- Living expenses (2)

Hotel/apartment(3) _____



meals (4)
local transport

Signature

1. Travel expenses are reimbursed up to **500 euros for proposal**
(On average, 3 users max per project during the whole project)
The reimbursement will be for:
 - * ticket of economy class for air fares, second class for train tickets
 - * send us boarding passes, otherwise the reimbursement cannot be done.
2. All costs for personal accomodation, meals and local transport are reimbursed **up to 100 euros per day-**
*If the experiment ends on Friday evening, the reimbursement of living expenses can be made until departure if it is scheduled also for the following day
3. Hotels/apartment: attach, please, original documents of invoices and/or fiscal receipts
4. Expenses of meals are reimbursed with the presentation of an original itemized receipts.
 - If the experiment ends on Friday evening, the reimbursement of living expenses can be -made until departure if it is scheduled for the following day,
 - In case of supermarket receipts, only food items are refundable.
 - The food purchased must be used and consumed during the period of project at LENS.

Guests are requested to:

- fill out the Laserlab User group questionnaire;
- fill out the time sheet

At the end of the project, group leader is requested to:

- fill out the Project Summary Report and send it in attach to the Administration (cristina@lens.unifi.it)

The Scientist in charge of Laserlab Europe Access Activities
(Prof. Paolo Foggi)

the Director of LENS
(Prof.ssa Elisabetta Cerbai)