**Travel Form for Observers**

**Travel Summary of Observers supported by SOLARNET**

**Telescope:**

**Title of the Proposal:**

**Observation Dates (DD/MM/YYYY):**

----------------------------------------------------------------------------------------------------------------------------------------

**1st Observer (PI)**

**First Name: Family Name:**

**Email: Mobile Phone Number:**

**Passport/ ID Number: Expiring date of passport:**

**Birthday: Nationality:**

**Institution, Country:**

**Gender:**

**German travellers: Bahncard available (Yes/ No), Number, Type and Expiring date of Bahncard:**

**Bank details (bank name, IBAN, Swift/ BIC), account holder:**

**Flights requested:**

Onward Flight

Date From (airport) – To (airport) Departure Time- Arrival Time Airline with Flight Number

Return Flight

Date From (airport) – To (airport) Departure Time- Arrival Time Airline with Flight Number

**Connecting Trains requested (if applicable)**

Onward Journey

Date From (station) – To (station) Departure Time- Arrival Time Railway with Train Number

 (or flexible ticket)

Return Journey

Date From (station) – To (station) Departure Time- Arrival Time Railway with Train Number

 (or flexible ticket)

Is seat reservation required for connecting trains? Y/N

**Accommodation at the observatory:**

**Dates (check-in & Check-out):**

**Hotel Stay requested (only in exceptional cases, such as very early morning or very late economical flight):** N

**Dates (Check-in or check-out)**

Alternatively Taxi Service requested in case of early morning / late flight: N

Dates of private holidays (if applicable):

**2nd Observer (CoI)**

**First Name: Family Name:**

**Email: Mobile Phone Number:**

**Passport/ ID Number: Expiring date of passport:**

**Birthday: Nationality:**

**Institution, Country:**

**Gender:**

**German travellers: Bahncard available (Yes/ No), Number, Type and Expiring date of Bahncard:**

**Bank details (bank name, IBAN, Swift/ BIC), account holder:**

**Flights requested:**

Onward Flight

Date From (airport) – To (airport) Departure Time- Arrival Time Airline with Flight Number

Return Flight

Date From (airport) – To (airport) Departure Time- Arrival Time Airline with Flight Number

**Connecting Trains requested (if applicable)**

Onward Journey

Date From (station) – To (station) Departure Time- Arrival Time Railway with Train Number

 (or flexible ticket)

Return Journey

Date From (station) – To (station) Departure Time- Arrival Time Railway with Train Number

 (or flexible ticket)

Is seat reservation required for connecting trains? Y/N

**Accommodation at the observatory:**

**Dates (check-in & Check-out):**

**Hotel Stay requested (only in exceptional cases, such as very early morning or very late economical flight):**

**Dates (Check-in or check-out)**

Alternatively Taxi Service requested in case of early morning / late flight: Y/N

Dates of private holidays (if applicable):

**Rental Car request (pick up & drop off at the airport):**

Name of the person who will drive (Last name, First name):

Alternatively Taxi Service requested to drop-off and pick-up at the observatory: Y/N

**Instructions\*\***

The users should contact **secr@leibniz-kis.de** and **SOLARNET‐office@leibniz‐kis.de** as soon as possible **with this completed form** preferably or at least 8 weeks before traveling.

The SOLARNET Project Office at KIS will directly pay travel and accommodation costs.

**Flights:** Travel costs are either (a) the cheapest economy class airfare from the researchers' place of work to the observatory, or (b) the actual cost of travel, whichever is more economical.

**Local transport:** Train tickets / local public transport can be also covered if/ where needed.

**Accommodation:** Researchers are requested to book their own accommodation at the Residencia (OT or ORM) and email the confirmation/ booking number to secr@leibniz-kis.de with copy to SOLARNET‐office@leibniz‐kis.de. The KIS secretariat office/ SOLARNET Project Office will inform staff at the Residences about this funding support, so users will not be invoiced at their departure.

Any additional night at sea-level or at the country of origin, only when really necessary, such as in case of very early morning or very late-night flights, will be either refunded (invoice needed at the project office) or directly paid by the SOLARNET Project Office.

**Private holidays:** Other accommodation costs (additional nights on-site or sea-level or at the country of origin) will not be refunded. For private holidays, the users should book their own hotels. If additional flight costs are incurred due to private holidays (or other official work not related to SOLARNET), then the users are expected to take care of the additional flight costs.

**Rental Car:** Rental Car shall be booked by PO can be picked at the airport. Both members of the observing are expected to share the rental car or the taxi option (share taxi). This support cannot be offered individually.

**Subsistence allowance:** Subsistence (€33 / day per observer) for the entire duration of the observing campaign plus dates of the travel shall be paid directly to the observers via bank transfer.

(We do not need meal receipts. Telephone, laundry, etc are not covered by SOLARNET)

**COVID test**: Depending on the entry regulation in Spain and working regulation at the observatories, one PCR or Antigen test can be covered.

**Invoices:** Please send all invoices in original by post:

SOLARNET Project Office
Leibniz-Institut für Sonnenphysik (KIS)
Schöneckstr. 6, 79104 Freiburg Germany

(please additionally scan them and send them to SOLARNET‐office@leibniz‐kis.de )

*\*\* also available on* [SOLARNET - Eligibility Criteria and Travel (solarnet-project.eu)](https://solarnet-project.eu/Eligibility-Criteria-and-Travel)

**User Feedback Form:**

Users are requested to submit the online feedback form after their observing campaigns.
[SOLARNET - TAS Feedback Form (solarnet-project.eu)](https://solarnet-project.eu/TAS-Feedback-Form)

**Acknowledgement**

Beside the travel and subsistence support, depending on the observatory the EU Commission pays €4000 - €5500 per observation day to the infrastructure facilities via the SOLARNET Programme so that the observers can execute their campaigns. In face 30% of total SOLARNET budget is allocated for this Trans-National Access Programme. Therefore, it is mandatory to acknowledge SOLARNET & EU support in the publications, talks, posters, proceedings, etc arising from the Access Programme/ Observing Campaigns.

Link: [SOLARNET - Acknowledgement of SOLARNET and thereby EU funding (solarnet-project.eu)](https://solarnet-project.eu/Acknowledgement-SOLARNET-EU-funding)

The acknowledgement goes as follows:

**This research data leading to the results obtained has been supported by SOLARNET project that has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement no 824135.**

or

**This research has received financial support from the European Union’s Horizon 2020 research and innovation program under grant agreement No. 824135 (SOLARNET)**.

The users/ recipients are also required to display SOLARNET and EU emblem while presenting their results in conferences.

**Please inform the**[**project office**](https://solarnet-project.eu/contact)**(SOLARNET-office@leibniz-kis.de) about your publications, posters, talks, proceedings and other achievements.** **Additionally, please send copies of your publications, posters, talks, etc for the open access repository and to report back to the EU Commission.**