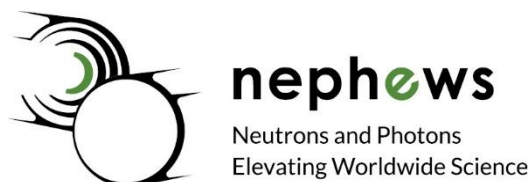


*Practical guide for users*



# NEPHEWS

Rules and procedures on applying for travel and accommodation support or claim reimbursement within the **NEPHEWS support programmes (TNA, TWINNING)** at



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## Common rules for all NEPHEWS Programmes

1. Participants of NEPHEWS supported programmes requested to fill in the [BNC-NEPHEWS support datasheet](#).

2. Upon financing agreement:

**a,**

Users' plane, train, or bus tickets are paid for, and accommodation is arranged by BNC-NEPHEWS.

**b,**

Users cover all expenses themselves (such as plane tickets, train tickets, or bus tickets, and accommodation) and refunded after sending correctly completed documentation and invoice addressed to HUN-REN Centre for Energy Research, containing the address and tax number of the Centre and the name of the user (*details given below\**). Users must hand over to BNC User Office all original documentation for reimbursement. Documents can be handed in or shipped by post no later than 30 calendar days after the visit ending date. Claims arriving after such date will not be processed. Payments will be sent via bank money transfer, normally within three months after receiving the documentation.

3. Travel and accommodation expenses can not exceed the established limits:

- The maximum contribution of travel expenses per person is 650 €. In term of financing agreement “b” the user must provide evidence of the travel expenses (ticket invoice filled the above explained way!).
- The maximum contribution for accommodation per visit is 500€ (~80€/night). BNC covers expenses up to 1 week (max. 6 nights) of accommodation per person. In term of financing agreement “b” the user must provide evidence of original accommodation claims (hotel invoice filled the above explained way!).

Users have to accept a partial refund of the costs, renouncing the refund of the exceeding amount.

4. No daily allowance will be granted.

5. Users who have received or will receive funds for the same purpose from other sources cannot apply for financial support under the NEPHEWS project.

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## TNA PROGRAMME

1. Support is limited, with only 5-6 experiments selected per call for proposals that grant beamtime.
2. Selection is based on [eligibility](#) and [priority](#) access as outlined in the NEPHEWS website.
3. Remaining slots (if any) will be filled on a first-come, first-served basis.
4. The BNC will reimburse or pay travel and accommodation expenses for up to two users whose beamtime proposals have been approved and who are eligible for the program.
5. The maximum contribution per person is 650€ for travel expenses.
6. The maximum contribution for accommodation is 500€ (~80€/night) up to 1 week (max. 6 nights) per person.
7. The travel and accommodation support is limited to the period of the scheduled beamtime. Up to two additional days each for the preparation of experiments and post beamtime activities can be supported (if necessary).
8. Costs for shipment or transportation of equipment or samples cannot be covered.
9. It is the responsibility of the Group Leader (Main Proposer) to identify (recommend) user(s) who will apply for financial support. It should be indicated on the "BNC research proposal/application form", available to [download from the BNC website](#). Persons who are not listed in this form and the "[BNC-NEPHEWS support datasheet](#)" are not eligible for expense reimbursement.
10. Users who will apply for a refund are also obliged (after their visit to BNC) to complete, sign and send the "[NEPHEWS TNA PROGRAMME - evaluation form](#)" and in term of financing agreement "b" the "[BNC-NEPHEWS support datasheet](#)". Both forms are available on the BNC website: [bnc.hu](http://bnc.hu).
11. Only users/researchers whose place of affiliation is in a country other than Hungary can apply for financial support at BNC-NEPHEWS TNA Programme.

## TWINNING PROGRAMME

1. Support is limited to 4 people until the end of 2026.
2. Selection is based on [eligibility and priority](#) as outlined in the NEPHEWS website.
3. The [matching and selection process](#) explained in the NEPHEWS website.
4. The maximum contribution per person is 650€ for travel expenses.
5. The maximum contribution for accommodation is 500€ (~80€/night) up to 1 week (max. 6 nights) per person.
6. The travel and accommodation support is limited to the period of the scheduled beamtime. Up to two additional days each for the preparation of experiments and post beamtime activities can be supported (if necessary).
7. Users who will apply for a refund are also obliged (after their visit to BNC) to complete, sign and send the "[TWINNING PROGRAMME - evaluation form](#)" and in term of financing agreement "b" the "[BNC-NEPHEWS support datasheet](#)". Both forms are available on the BNC website.
8. Unlike TNA, Twinning does not require the candidate to be from outside of Hungary. Hungarian candidates are fully eligible.

## Travel Expenses

In term of financing agreement “a”

- Upon notification of being awarded financial support, the user should promptly fill in the [BNC-NEPHEWS support datasheet](#) and send it to the BNC User Office.

In term of financing agreement “b”

- Upon notification of being awarded financial support, the user should promptly purchase a travel ticket to get the lowest fares. Users must provide evidence of the travel (ticket invoice, boarding cards) incurred only on the onward and return journey. They will be refunded after sending correctly completed documentation and invoice addressed to HUN-REN Centre for Energy Research, containing the address and tax number of the Centre and the name of the user (*details given below*\*). Users must hand over to BNC User Office all original documentation for reimbursement. Documents can be handed in or shipped by post no later than 30 calendar days after the visit ending date. Claims arriving after such date will not be processed. Payments will be sent via bank money transfer, normally within three months after receiving the documentation.

No reimbursement is due to the local transportation costs incurred in the in-between days.

Taxi or car rental costs are not reimbursed.

*Air Travel*

1. BNC will refund a single round-trip economy class airline ticket to qualified users. If possible, it is recommended to book cheap flights.
2. Original tickets or e-tickets or original invoices and boarding cards must be collected by each user. The invoice must clearly show information relating to the date of the trip, the price, and the class of travel.

*Railway*

1. The preferred fares foresee the shortest and cheapest routes (second class).
2. Original tickets or e-tickets or original invoices must be collected by each user. The invoice must clearly show information relating to the date of the trip, the price, and the class of travel.

*Other*

1. Local transportation means such as airport shuttles and bus coaches are not eligible for reimbursement.

## Accommodation

- The support will cover the costs of accommodation including breakfast and local tax. BNC reimburses for a single occupancy cost of a standard room.
- BNC covers expenses for up to 1 week (max. 6 nights) of accommodation per person. The accommodation support is limited to the period of the scheduled beamtime, up to two additional days each for the preparation of experiments and post beamtime activities can be supported (if necessary).

In term of financing agreement “b”

- Users are asked to look for economical accommodation offers.
- The original invoice must be collected by each user. The invoice must clearly show information relating to nature, the date, and the price (also the hotel category). They will be refunded after sending correctly completed documentation and invoice addressed to HUN-REN Centre for Energy Research, containing the address and tax number of the Centre and the name of the user (*details given above*\*). Users must hand over to BNC User Office all original documentation for reimbursement. Documents can be handed in or shipped by post no later than 30 calendar days after the visit ending date. Claims arriving after such date will not be processed. Payments will be sent via bank money transfer, normally within three months after receiving the documentation.

## Appendix

[BNC-NEPHEWS support datasheet](#)

[Invoice details\\*](#) (HUN-REN Centre for Energy Research)

[BNC research proposal/application form](#)

[NEPHEWS TNA PROGRAMME - evaluation form](#)

[TWINNING PROGRAMME - evaluation form](#)