



(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 \_\_\_\_\_

Period of the proposal:

from(dd/mm/yy) \_\_\_\_\_

to (dd/mm/yy) \_\_\_\_\_

PLEASE, FILL OUT THE TIME SHEETS and give them to LENS Administration

<https://lens.unifi.it/amministrazione/regulations/horizon-europe/>

-Travel Expenses

(1)Tickets:

air (please enclose the boarding passes\*) \_\_\_\_\_

train \_\_\_\_\_

other \_\_\_\_\_

-Living expenses (2)

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Hotel/apartment(3) meals (4)

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local transport

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User Signature

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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 accommodation, meals and local transport are reimbursed **up to 100 euros per day-**

\*If the experiment ends on Friday evening, the reimbursement of living expenses is eligible until the 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.

-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.

Before the departure, please go to the administration office (room n.87) in order to leave all documents for the reimbursement)

At the end of the project guests are requested to:

-send us by mail the last expenses receipts for the return journey.

Directly in the Laserlab system: <https://apply.laserlab-europe.eu/> :

-fill out the Laserlab User group questionnaire;

-fill out a short summary report

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