

Guidelines for the reimbursements of Bragg Institute users covered by AINSE

Scientists affiliated with AINSE member organisations may be assisted with travel costs and subsistence.

Normally two scientists per experiment are reimbursed. On instruments with very user-demanding experiments (e.g. Quokka, Platypus, Wombat) up to three people may be supported. Students who come for the first time with their supervisor will receive travel and subsistence assistance in addition.

Payment of extra days for installing special equipment may be authorised. Special requests for travel and accommodation matters should be referred to AINSE and for instrument or experiment related matters contact the Bragg Institute User Office **before** arrival.

Travel

- Economy airfare (return) booked and paid by AINSE for the user. The researcher should contact AINSE a minimum of 4 weeks before the experiment.
- Transport from Sydney airport – ANSTO and return will be reimbursed by AINSE on presentation of a receipt.
- Reimbursement of vehicle expenses is possible, but needs to be authorised by AINSE prior to the day of travel:
 - Private car: claim your petrol expenses back by providing the receipts to AINSE. (incl. local users)
 - Hire car: book through AINSE.

Accommodation

- Users are expected to stay in the Lucas Heights Motel (Stevens Hall), booked by AINSE for user. If the Motel is full AINSE will book rooms in near-by motels.
- The number of nights awarded is equal to the number of beam-time days + 1 (plus one extra night if not coming from Sydney, Melbourne, Brisbane, NSW, Adelaide). For researchers travelling from areas other than Australian eastern seaboard states, a further night may be awarded. It is expected that researchers would typically arrive the day before their experiment and leave the day after the completion of their experiment.
- The Motel charges are approximately \$106 incl. breakfast and dinner.

Meals

- Breakfast and dinner are included in the motel accommodation booking.
- Lunches are not reimbursed.
- Dinners outside the motel will be reimbursed on presentation of receipt and with a maximum up to equivalent of a dinner at the motel (Stevens Hall): approximately \$25.