Bonjour,

Vous trouverez ci-dessous une communication conjointe de la part de Sylvie Dethurens et Benjamin Loublier (FAP) concernant la mise à jour de la procédure « Contrats pour les étudiants en doctorat (DOCT) » suite à l’approbation de l’ED de mardi dernier.

"Dear colleagues,

We would like to inform you that the Doctoral students procedure in the Admin e-guide has been updated, in particular the paragraph 3.2 concerning travels to universities, in agreement with the HR department and the chair of the Doctoral students selection committee. The Enlarged Directorate has also been informed last week.

In the previous version of the procedure, it was mentioned that the Doctoral students were not entitled to the payment of a Daily Travel Allowance for their trips to Universities. This rule was not compliant with CERN’s new travel policy (AC33), this is why it has been suppressed.

Student’s travel, when authorized and paid by CERN, have to be treated as duty travel under AC33 rules.

It means that a DTA has to be calculated for the destination and duration of the trip, but will/can be reduced in the following situations:

- If the student has no hotel expenses: reduction of 60% per night
- If the student has no meal expenses: reduction of 10% per meal
- If full accommodation/meals expenses are covered by a third-party: no DTA
- Upon return from travel, the student can claim accommodation expenses on a real cost basis, if lower than the 60%
- Upon return from travel, the student can voluntarily decide to receive less than the total DTA calculated, by answering “yes” to the dedicated question and indicating the amount they wish to receive

So except in scenario 3 (full accommodation/meals expenses covered by a third-party), the DTA line(s) in a TRVL document should never be deleted.

Last but not least, please note that the paragraph 4 “Annual trip of the university professor” has also been reviewed and simplified. There is now a clear distinction between professors who are members of the personnel an those who are not (externals) and which procedures are to be followed in each case.

Best regards,
Sylvie and Benjamin

En cas de questions, merci de contacter le Bureau des claims et/ou Benjamin Loublier.

Merci.
Bon après-midi.
Caroline