

RULES FOR SUBMITTING TRAVEL REIMBURSEMENT REQUESTS AND CLAIMING EXPENSES

EACH ELIGIBLE AND ENTITLED TO BE REIMBURSED PARTICIPANT MUST:

- » Create an e-COST profile by accessing the web link / URL: <https://e-services.cost.eu> ensuring that their bank details have been added to their e-COST profile.
- » Choose the most economical means of transportation by making their travel arrangements as early as possible following receipt of their official invitation.
- » Submit a completed and signed Online Travel Reimbursement Request (OTRR) form within 30 calendar days from the end date of the approved COST Activity. The completed and electronically signed OTRR form must be submitted along with supporting documents relevant to the eligible expenses that are being claimed. Each claimant must also upload readable copies of invoices / receipts of eligible expenses onto the e-COST platform. Original invoices / receipts and other forms of supporting documentation must be kept and archived by each claimant, unless original documentation is specifically requested by the Grant Holder Institution. By electronically signing the OTRR form, each claimant is declaring that they will not be reimbursed by a third party for any of the expenses that are being claimed on the submitted OTRR form.

ELIGIBLE EXPENSES

Accommodation allowance (which includes a provision for breakfast expenses) and meal allowance (covering up to 2 meals per day - lunch and dinner only)

- » Accommodation expenses are paid in the form of an allowance against flat rates only. No invoices or receipts from the accommodation providers are required. Flat rates can never exceed EUR 120 per person per eligible night. The flat rate for accommodation includes a provision for breakfast expenses. The maximum number of nights that can be claimed by an eligible participant is calculated against the actual number of days the participant attends the approved activity (as confirmed against their signature on the official attendance list for each day of the event that they attend), plus 1 night, permitting, if applicable, the participant to arrive at the vicinity of the event on the evening before the activity commences.
- » Accommodation expenses must be paid directly by each participant. It is not permissible for a Local Organiser to pay for and / or claim for any participants accommodation expenses.
- » When a participant shares their accommodation with another participant, only one participant can claim for the accommodation allowance.
- » Meals are paid against flat rates only. No invoices or receipts from the meal providers are required. Flat rates can never exceed EUR 20 per eligible meal. A maximum of up to two meals per day are eligible (two meals strictly concern lunch and dinner - breakfast expenses are not eligible expenses). Meals provided by other sources must be deducted from the number of meals that can be claimed by each participant.

LONG DISTANCE TRAVEL (CROSS-BORDER TRAVEL)

- » Tickets / receipts / invoices related to air travel must in every instance detail the name of the passenger, the booking class, the full travel itinerary and the full price of the airfare. It is understood that in certain instances, tickets / receipts / invoices for train / bus / metro / tram and ferry journeys will not contain the name of passenger, nor will it detail the full travel itinerary. In such cases, supporting documents submitted by each eligible participant must clearly establish the mode of transport taken, the date of travel and the full price of the journey (s) in question.
- » An eligible participant can claim for permissible long distance travel expenses incurred whilst travelling across national borders from the country where he / she is residing (as registered on their e-COST profile) to where the approved COST event is being held and back to the country where they reside irrespective of the dates of travel.
- » Economy class air travel (strictly no business class air fares) for up to a maximum total amount of EUR 1 200 is eligible to be reimbursed. Travel reservation fees and charges resulting from checking in luggage are also eligible expenses. Air travel irrespective of the nature of the journey is always to be claimed under the category - long distance travel.
- » For Train or Bus travel across national borders - first, second class (or economy) and business class tickets are eligible to be reimbursed. Supplements for fast trains and sleeper trains are also eligible to be reimbursed.
- » Long distance Car travel concerning cross-border journeys is limited to a maximum distance of 2 000 km in total and can be reimbursed at EUR 0.20 per km when an eligible participant is travelling alone. When more than one eligible participants are travelling in the same car, the driver can claim EUR 0.30 per km. In this instance, the names of the additional passenger(s) must be specified on the remarks section of the TRR submitted by the claimant. Proof of distance showing the distance in KM of the traveled route has to be submitted along with the TRR by means of a print-out from Google Maps or another reputable route planner.
- » An eligible participant travelling by Ferry from the country where he / she is residing to the country where the approved COST event is being held and back again can be reimbursed.

LOCAL TRANSPORT EXPENSES

- » Public transport expenses are bus, train, metro and tram expenses incurred when travelling within one country – specifically not travelling across national borders. If the amount claimed for public transport is less than EUR 25, then no tickets, receipts or invoices are required to be submitted. In any case, the journey must be detailed on the TRR (for both the outbound and inbound journeys). If the amount claimed for public transport exceeds EUR 25, tickets / receipts justifying the total amount claimed must be submitted by the claimant. All submitted invoices / receipts must establish the name of the service provider, the full price of the ticket and the date of travel.
- » Taxi expenses - eligible participants are permitted to claim taxi expenses up to a maximum of EUR 80 in total for the entire journey only when public transport is not available or if taxis are taken before 7 am for an early travel departure and / or are taken after 10 pm due to a late arrival. Taxi expenses are paid against the amounts detailed on receipts. All taxi receipts must display the amount paid for the journey and the date and time that the expenses were incurred.
- » Local car travel can be reimbursed in line with the conditions detailed above - see section: long distance travel: car travel. However, local transport car travel covers car journeys travelling within one country – specifically not travelling across national borders.
- » Parking expenses are eligible to be reimbursed based on the submission of receipts / invoices and can only cover expenses incurred for the timeframe relevant to the approved activity.
- » An eligible participant travelling by ferry for travel starting and finishing within one country's territorial waters can claim for local ferry expenses. The submitted invoice / receipt must clearly detail the name of the service provider, the full price of the ticket and the date of travel.

OTHER TRAVEL EXPENSES

- » Visa fees relevant to attending approved COST Meetings and Training Schools are eligible to be reimbursed. All eligible claimants must justify the incurred amounts by producing supporting documents such as a receipt / stamp / invoice from the embassy / consulate issuing the visa which clearly shows the amount paid and the conditions of the acquired visa.

NON-ELIGIBLE EXPENSES

- » Registration fees / lecture fees or honoraria - Accommodation, transportation and postage expenses associated with obtaining visas - Health related expenses - life, travel and medical insurance – Fees linked to a participant changing or having to rebook travel tickets - Fuel expenses, toll charges and car rental expenses linked to car travel - Wi-Fi, telephone, internet and minibar consumption expenses - Printing and postage expenses - Regional and /or national taxation fees and stamp duty expenses.

RULE DEROGATIONS

- » The COST Association considers expenses that do not comply with the above mentioned rules to be rule derogations. Claimants must attain written approval from the COST Association prior to incurring expenses that do not comply with the reimbursement rules specified above. Requests for COST Association approvals with respect to rule derogations are considered on a case by case basis. The COST Association reserves the right to reject any such request.

