



## RULES FOR TRAVEL REIMBURSEMENT REQUEST/EXPENSES FOR ELIGIBLE PARTICIPANTS version 3.0 - CGS (25.10.2011)

Please read carefully before completing this request.

### **PARTICIPANTS MUST:**

- >> Submit the Travel Reimbursement Request (TRR) back to the Grant Holder's institution with complete details and **original signature**, preferably in blue ink, within 60 days of the meeting end date – No reimbursement is possible if the form is received after this deadline.
- >> Register via the website: <http://e-services.cost.eu>. Without registration in the COST Office database, reimbursements cannot be processed.
- >> Arrive and depart as close as possible to the beginning and end of the COST meeting. In cases where participants have been engaged on non-COST activities, either before or after the meeting, a specific justification must be provided in the section "Remarks".
- >> Submit readable copies of invoices/receipts. Original invoices/receipts must be kept by the claimant until 31 May 2019 (5 years after the end of the Seventh Framework Programme) for audit purposes.

### **ELIGIBLE EXPENDITURE:**

- >> **Accommodation:** The maximum flat rate reimbursement is of 120EUR per night for accommodation and breakfast, depending on the MC's decision and applied to all participants, as confirmed by the signed attendance list. Any derogation from COST rules (as stated on the Vademecum) will require approval by the COST Office, prior to any booking and must be explicitly justified under "Remarks" and accompanied by supporting documentation .
- >> **Meals:** Lunch (including coffee breaks) and dinner expenses will be reimbursed at a flat rate of 20EUR. Meals covered by other sources of funding, will not be reimbursed .
- >> Long distance expenditure :
  - > **Plane, train and bus:**
    - \* Early booking is required.
    - \* Only low cost airlines and economy class bookings are eligible, up to a maximum of 1 ,200 EUR when justified.
    - \* Any derogation requires prior approval from the COST Office Director or Head of Science Operations (HoSO).
    - \* Where no price is indicated on the e-ticket, the invoice must be added to the reimbursement request.
    - \* Local airport transfer or airport parking should be the most economical possible.
    - \* The shortest and most economical route by train or bus between the departure point and the place where the meeting is held must be used.
    - \* First class rail or bus travel options are eligible for reimbursement by the COST Office.
    - \* Costs for seat reservations, transport of necessary luggage (when mobilizing material for the meeting) and supplements for fast trains and sleeper (instead of hotel), are eligible expenses.
  - > **Car:**
    - \* The shortest route must be taken.
    - \* The use of a private or rented car is reimbursed on the basis of 0.20 EUR per kilometer, for one person travelling alone. Where two or more persons entitled to reimbursement of travel expenses use the same car, only the person responsible for the car shall be reimbursed at a rate of 0.30 EUR per kilometer. The names of the passengers must be declared on the reimbursement request.
    - \* Travel by car for a distance of more than 2,000 kilometers is not eligible.
    - \* Additional accommodation while traveling by car is not eligible.
- >> Local Transport :
  - > **Train, bus, tram, metro:**
    - \* The participant must indicate the type of local transport expenses (public transport at meeting place to/from airport, hotel, meeting venue), under the heading Local transport on the reimbursement form.
    - \* Receipts are not required if the local transport costs do not exceed 25 EUR (for the entire trip).
    - \* If the total amount of the entire trip exceeds, 25 EUR, all receipts and justifications must be attached to the reimbursement request.
  - > **Taxi:**
    - \* Taxi fares shall only be reimbursed where no public transport is available, for early departure (between 0:00 am to 7:00 am) or late arrivals (after 10:00pm), and only up to a maximum of 40 EUR per leg. Taxi receipts are always required.

### **NOT ELIGIBLE EXPENDITURE:**

- >> Registration fees, health related expenses; life, luggage and cancellation insurances are not eligible for reimbursement.
- >> Fuel and tolls are not eligible for reimbursement.
- >> Telephone calls, internet/Wi-Fi and minibar consumptions are not eligible for reimbursement.