

# Travel Reimbursement Rules

May/2020



## RULES FOR SUBMITTING TRAVEL REIMBURSEMENT REQUESTS AND CLAIMING EXPENSES

### IN ORDER TO RECEIVE THE REIMBURSEMENT, THE PARTICIPANT MUST:

- Select the most economical means of transportation and make their transportation arrangements as early as possible upon receipt of the official invitation to the meeting.
- Sign the attendance list on each day that they attend the meeting.
- Register their bank details prior to the meeting in e-COST: <https://e-services.cost.eu>.
- Submit online via the invitation link, a Travel Reimbursement Request (TRR) within 30 calendar days after the end date of meeting (together with the supporting documents).
- Supporting documentation must be archived by each claimant and kept for four (4) years after the end of the Grant Period in which the meeting takes place.

The complete reimbursement rules are available on the Vademecum at [www.cost.eu/VADEMECUM](http://www.cost.eu/VADEMECUM).

### ELIGIBLE EXPENSES

#### **Daily Allowance (accommodation, meals and local transport expenses)**

- The daily allowance covers accommodation expenses, meals, and local transport expenses incurred in the country where the meeting takes place.
- The daily allowance is calculated based on the attended meeting days (as evidenced by the signed attendance list) and the travel dates and times, permitting participants to receive a daily allowance one day before and one day after the event.
- The rate is based on the country where the meeting is held (daily allowance rates per country are provided on the table hereunder)

#### **Long-distance travel (Train, Bus, Car, Ferry, Airplane)**

Long-distance travel expenses are reimbursed based on travel tickets.

- Travel by 1st, business, 2nd or economy class train or bus tickets are eligible for reimbursement including supplements for fast trains and sleepers.
- Car travel is reimbursable to a maximum total distance of 2.000 km at EUR 0.35 per km. Proof of distance by means of a print-screen (e.g. Google Maps) showing the travelled route must be uploaded in e-COST.
- Flight tickets, including seat reservations, transport of luggage or travel insurance costs are eligible only in economy class. Flights exceeding EUR 1.200 require **prior** approval from the COST Association.
- Travel from/to countries other than the host country and your country of primary affiliation (as registered in e-COST) must be explained in the justification box and a comparative quote of a round-trip ticket must be submitted with the claim in e-COST.  
The more economical option will be reimbursed.
- Participants must submit as a supporting document the ticket (and the related invoice if the price is not indicated on the ticket) mentioning the name of the passenger (in case of flight tickets), the price, dates of travel, departure and arrival times, and the booking class.

#### **Other eligible expenses**

- Short term visa fees relevant to attending a meeting are eligible against receipt/official stamp.

### NON-ELIGIBLE EXPENSES

- Taxi expenses.
- Parking expenses.
- Conference / registration fees (apart from Dissemination meetings – see Section 4.3.).
- Lecture fees and honoraria.
- Accommodation, transportation, SMS costs, photograph or photocopies, postage expenses or service fees associated with obtaining visas.
- Life and medical insurance – expenses related to addressing / treating health issues.
- Luggage insurance.
- Fees, charges and/or penalties linked to a participant changing or having to rebook travel tickets.

- Additional accommodation or meal expenses, fuel expenses, carbon tax, toll charges and car rental expenses linked to car travel.
- Wi-Fi, telephone, internet, laundry and mini-bar consumption expenses.
- Printing and postage expenses.
- Regional and / or national taxation fees; stamp duty expenses.

## DAILY ALLOWANCE CALCULATION

**Daily allowance will be based on travel start/ travel end, dates and times:**

Travel start date:	
- travel starts before 11:59	Full allowance
- travel starts between 12:00 and 18:59	90% of Daily Allowance
- travel starts after 19:00	80% of Daily Allowance

Travel end date:	
- travel end before 11:59	20% of Daily Allowance
- travel ends between 12:00 and 18:59	30% of Daily Allowance
- travel ends after 19:00	40% of Daily Allowance

**Daily allowance will consider the number of meals provided by the meeting local organiser:**

Meals provided by the local organiser
For each meal provided by the LO, the daily allowance is reduced with 10% of the daily allowance

**The daily allowance entitlement for this participant is as follows:**

Example: Action event on 12 May, Belgium - 1 meal provided by the local organiser.	
- travel starts on 11 May, at 08:00	EUR 191.0 – Full daily Allowance
- attended meeting day on 12 May	EUR 171.9 – Daily Allowance – 10%. <i>The meal offered by the Local Organiser was deducted.</i>
- travel ends on 13 May, at 20:00	EUR 76.4 – Daily Allowance * 40%.
<b>TOTAL REIMBURSED:</b>	<b>EUR 439.3</b>

Daily Allowance per day, based on the country of meeting place:

Country	Daily allowance per day
United Kingdom	200
Norway	193
Belgium	191
Germany	191
Ireland	190
Netherlands	190
Denmark	188
Switzerland	188
Iceland	186
Finland	186
Luxembourg	184
Cyprus	183
Italy	180
Austria	178
Sweden	178
France	175
Israel	175
Portugal	175
Bosnia and Herzegovina	175
Poland	174
Greece	173
Malta	173
Estonia	172
Spain	172
Latvia	171
Bulgaria	171
Czech Republic	171
Hungary	171
Serbia	171
the Republic of North Macedonia	171
Turkey	171
Slovakia	169
Romania	167
Slovenia	167
Croatia	162
Lithuania	162
Montenegro	162
Albania	160
Moldova	160
Any other country	200