



Quick Guide for Travel Reimbursement Claims

Working Group Meeting 1
Management Committee Meeting 2
Coimbra, Portugal
April 11-12, 2022

Dear participant

- We have prepared a quick guide to help you plan your budget according to the eligible expenses that can be claimed after the meeting.
- **DISCLAIMER:** The information in this document is a **short summary** to help you understand the rules concerning COST Travel Reimbursement Claims and **do not overrule the official Annotated Rules for COST Action** or any other document produced directly by COST. CA 20109 Modenerlands assumes no responsibility or liability for any errors or omissions in the content of this presentation and **we advise you to complement your understanding of the applicable rules by reading the Annotated Rules for COST Actions**. Available at <https://www.cost.eu/uploads/2022/02/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-2022-02-15.pdf>

Administrative requirements for submitting a claim

- Have an e-COST profile (check Bank details carefully).
- Have received an e-COST invitation stating that **you are eligible for reimbursement.**
- Accept your invitation within **2 weeks** from receiving it.
- **Sign the attendance list on each day of the event.**
- Submit your claim **no later than 15 calendar days** after the end of the meeting.
- Upload all required supporting documents in good conditions.

Eligible travel expenses

	WG Meeting 1 MC 2
Daily Allowance (DA)	€195
Long Distance Travel (LDT)	€600*
Visa expenses – please contact the Action for further information	--

* LDT Claims exceeding this amount **will not be accepted unless they have been pre-approved by the Action Chair**. Please contact the Action Chair as soon as possible if this is your case.

Daily Allowance (DA)

- DA is automatically calculated by e-COST according to:
 1. Location of the event
 2. Maximum amount approved by Action MC (indicated in invitation)
 3. Number of days of confirmed attendance
 4. Travel dates (it is possible to claim up to 1 day before and 1 day after the event)
- DA covers **short distance travel (< 100 km one way), meals and accommodation.**
- No supporting documents need to be uploaded to e-COST.

Long Distance Travel (LDT)

- For distances > 100 km.
- It is possible to travel by train/ferry/bus/plane/car.
- **Supporting documents** must contain:
 1. Name of service provider
 2. Mode of transport
 3. Full price paid for the ticket
 4. Name of passenger
 5. Travel dates (departure and arrival time)
- Cancellation insurance is an eligible expense.
- Please be aware of the maximum LDT reimbursement indicated in your invitation. **Claims exceeding this amount will not be accepted unless they have been pre-approved by the Action Chair.**

Non eligible travel expenses

- Taxi, parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel, additional accommodation or meals.
- SMS costs, photograph cost or photocopies, postage expenses or service fees associated with obtaining visas.
- Life and medical insurance – expenses related to addressing / treating health issues.
- Luggage insurance.
- Carbon offset fees.
- Fees, charges, and/or penalties linked to a participant changing or having to rebook travel tickets.
- Wi-Fi, telephone, internet, laundry and mini-bar consumption expenses.
- Printing and postage expenses.
- Regional and / or national taxation fees; stamp duty expenses.

Submitting your claim in e-COST

- Check that your travel start/end dates match those indicated in your supporting documents.
- LDT claims should be submitted using the same amount and currency expressed in your supporting documents. **e-COST does the automatic conversion to EUR.**
- If you travel by train/ferry/bus/car, upload proof of distance by a trustworthy source (e.g. Google Maps, Apple Maps) where the kilometres are clearly specified.
- **Car travel shall be reimbursed at EUR 0.35/km but must not exceed 2000 km.**

Example of claim form

Claim your expenses

This form allows you to claim expenses which you may have incurred whilst attending one or more sessions of a COST meeting.

Please carefully **read** the **Travel Reimbursement Request (TRR) Rules** [🔗](#) before filling out this form!

1. Fill your start/end travel date and hour

When did you leave home? * **When did you arrive back home? ***

24/02/2022 13:00 25/02/2022 13:00

What dates did you attend?

Please click on the dates you attended:

24/02/2022 25/02/2022

✘ Not attended ✘ Not attended

2. Click on the dates you attended

Example of claim form

Allowance calculation

i The **daily allowance** reimbursement depends on the **meeting location** and **travel times**. The amount covers **meals**, **accommodation**, and **short distance transport** expenses.

💡 Tip: A **Local participant** resides on the **same city** as the meeting venue.

Do you wish to claim reimbursement of **daily allowance expenses**?

Yes No


Are you a **local participant** wishing to claim reimbursement of **local transport expenses only**?

Yes No

3. Select the boxes that apply to your case

€ You will have a **total allowance** of

EUR 

 See the calculation breakdown

**Before the meeting,
you can check the
maximum daily
allowance in the
breakdown**

Example of claim form

The image shows a screenshot of a web-based claim form for travel expenses. The form is divided into three main sections: 'Travel expenses', 'Other travel expenses', and 'Supporting documents'. Each section has a corresponding button to add an entry. A dropdown menu is open for the 'Add other travel expense' button, showing options: Bus, Train, Ferry, Plane, and Car. Three yellow callout boxes with black text provide additional instructions: '4. Add your LDT expense' points to the 'Add long distance travel expense' button; '5. Expenses related to visas can be added here' points to the 'Add other travel expense' button; and '6. Example of other documents to support your claim: force majeure impacting travel, approval from the Action Chair to cover LDT higher than the agreed general cap' points to the 'Add supporting document' button. A yellow tip box at the bottom of the form states: 'Tip: You can upload files up to 2 MB each. Supported file types are: pdf, xps, png, jpg, jpeg, gif'.

Travel expenses

Please add:

- Any **long-distance** travel expenses being more than 100km one way (eg. **long distance train, bus, plane, car**).

Add long distance travel expense

Other travel expenses

Add other travel expense

- Bus
- Train
- Ferry
- Plane
- Car

Supporting documents

If you have other **documents to support your claim** which don't fit into the above categories, please **upload here**:

Tip: You can **upload files** up to **2 MB each**. Supported file types are: pdf, xps, png, jpg, jpeg, gif

Add supporting document

4. Add your LDT expense

5. Expenses related to visas can be added here

6. Example of other documents to support your claim: force majeure impacting travel, approval from the Action Chair to cover LDT higher than the agreed general cap

Example of claim form

Add Travel expense / ✈️ Plane

Same currency as receipt

Click to read rules for ✈️ plane

Amount * EUR

Currency *

Ticket type *

Origin country *

Origin city *

Destination country *

Destination city *

Supporting documents

Tip: You can upload files up to 2 MB each. Supported file types are: pdf, xps, png, jpg, jpeg, gif

Document description, eg. Ticket, receipt, itin:

Justification

Supporting documents must contain:
name of service provider, mode of transport, full price paid for the ticket, name of passenger, travel dates.

Examples: receipts, itinerary, boarding pass, printout of route planer

Add Travel expense / 🚗 Car

Distance according to route planer (e.g. Google Maps)

Click to read rules for 🚗 car

Distance * km

Were you travelling with an additional COST participant(s)?
If so, please indicate the name(s)

Total reimbursable

Origin country *

Origin city *

Destination country *

Destination city *

Supporting documents

Tip: You can upload files up to 2 MB each. Supported file types are: pdf, xps, png, jpg, jpeg, gif

Document description, eg. Ticket, receipt, itin:

Justification

Example of claim form

Additional information

Please **enter** any **additional information** that could **support your claim**:

Additional info

Bank details

Please **select the bank account** in which you want to be **reimbursed** or **add a new one**:

Select a bank account *

By submitting this claim, I declare that the above expenses are not being reimbursed from any other source.

The COST Association and the Grant Holder reserve the right to correct this document after e-signature by the participant to comply with the COST Rules of Reimbursement.

7. Carefully check your bank details

8. Claim your expenses

Important resources

- Annotated Rules for COST Actions
 - <https://www.cost.eu/uploads/2022/02/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-2022-02-15.pdf>
- Travel Reimbursement Rules
 - https://www.cost.eu/uploads/2022/03/Travel-Reimbursement-Rules_March-2022.pdf
- Maximum DA per country (Nov 2021)
 - https://www.cost.eu/uploads/2022/03/2022_Daily-allowance-table.pdf

In case of doubt please contact

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