



Quick Guide for Travel Reimbursement Claims Trainees Kayseri TS 2025

CA 20109 MODENERLANDS

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](https://www.cost.eu/funding/documents-guidelines/)**. Available at <https://www.cost.eu/funding/documents-guidelines/>

Administrative requirements for submitting a reimbursement claim

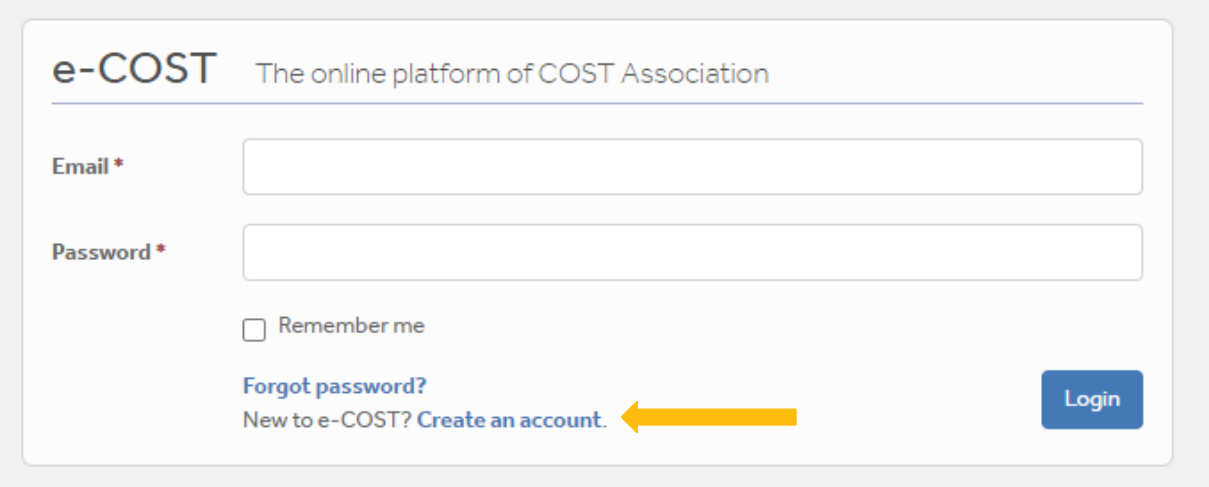
- Have an e-COST profile.
- Have received an e-COST invitation stating that **you are invited face to face with reimbursement.**
- Accept your invitation within **2 weeks** from receiving it.
- **Sign the attendance list on each day of the event.**
- Submit your claim **no later than 15 calendar days** after the end of the meeting.
- Upload all required supporting documents in good conditions (scanned or pdf documents, please do NOT upload phone screenshots).

How to create an e-COST profile?

- Official invitations and reimbursement claims are managed through e-COST. To create a profile:

Step 1. Visit the website <https://e-services.cost.eu/user/login>

Step 2. Select “Create an account” and follow the steps.



e-COST The online platform of COST Association

Email *

Password *

Remember me

[Forgot password?](#)

New to e-COST? [Create an account.](#) ←

[Login](#)



QUICK
TIPS

**If this is your first participation,
please create your account with
the email address you used to
communicate with us.**

Eligible expenses

TS Trainees	
Daily allowance (DA)	150 € per TS day + % for 2 travel days
Long distance travel (LDT)	400 € *
Visa expenses	Please contact the Action GHM for more details

* 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 covers **short distance travel (< 100 km one way)**, meals, accommodation and other **incidental costs** (taxi, parking, toll charges, tips, etc.).
- DA is automatically calculated by e-COST according to:
 1. Location of the event
 2. Maximum amount approved by Action MC
 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)
- No supporting documents need to be uploaded to e-COST.



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TIPS

Make sure your time of departure and arrival to your home match the information provided in the travel documents.



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TIPS

If you are a LOCAL participant (no need for accommodation), you can receive 50% of the DA.

Long Distance Travel (LDT)

- LDT is any travel > **101 km one way**. It is possible to travel by train/ferry/bus/plane/car.
- It is not linked to your home address.
- If your LDT expenses exceed the defined limit, please request approval of your LDT to the Action Chair by email.
- Cancellation insurance is an eligible expense.

- **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)



QUICK TIPS


Some airlines like Lufthansa, Turkish Airlines and Aegean do not include the arrival time in their invoices.

In these cases, make sure to always upload a supporting document with **departure** and **arrival** time (boarding pass, email confirmation, full itinerary).



AEGEAN


Rule change

- **Layovers** are fully reimbursable. In contrast, **stopovers are not reimbursable.** 
 - *“A layover refers to the waiting time between two connecting flights at the airport or different modes of transport (eg. Train + flight, flight+ bus, etc). A layover should not exceed a duration of 24 hours. Anything longer than 24 hours is considered a stopover.”*

Special rules for participants travelling by car



Rule change

- Car travel shall be reimbursed at EUR 0.35/km.
- The entire trip **must not exceed 1000 km (maximum reimbursement is EUR 350)**.
- Reimbursement based on a **parking receipt showing parking dates**.
- Parking tickets are not reimbursed independently. They are already included in the DA as incidental costs. 

Non eligible travel expenses

- Taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel, additional accommodation or meals;
- Lecture fees and honoraria;
- SMS costs, photograph cost or photocopies, postage expenses or service fees associated with obtaining visas;
- **Stand-alone medical or life insurance;**
- Fees, charges, and/or penalties linked to a participant changing or having to rebook travel tickets;
- Luggage insurance;
- Carbon offset fees;
- Wi-Fi, telephone, internet, laundry and mini-bar consumption expenses;
- Printing and postage expenses;
- Regional and / or national taxation fees; stamp duty expenses;
- Bank charges / fees on reimbursement made by the Grant Holder.



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Participants are advised to purchase flight tickets with **cancellation insurance**. Cancellation insurance is an eligible expense.

How to claim your expenses?

1. Follow the e-COST link you will receive on your email once the event has finished

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!

2. 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

3. Click on the dates you attended

QUICK TIPS
Check that your travel start/end dates match those indicated in your supporting document

How to claim your expenses?

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

4. Select the boxes that apply to your case


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

EUR 



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

 See the calculation breakdown

How to claim your expenses?

Travel expenses

Please add:

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

5. Add your LDT expense

6. Expenses related to visas can be added here

Other travel expenses

6. Expenses related to visas can be added here

- 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

7. 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

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Example of LDT claim form

Add Travel expense / ✈️ Plane

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:

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Examples of supporting documents: receipts, itinerary, boarding pass

QUICK TIPS

Invoices should be submitted using the same amount and currency expressed in your supporting documents. e-COST does the automatic conversion to EUR.

Distance is calculated automatically when you input origin and destination

Add Travel expense / 🚗 Car

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 EUR

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

How to claim your expenses?

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.

8. Carefully check your bank details

9. Claim your expenses

The Grant Holder Institution will reimburse you **within 30 days after the end date of the event**. An email from e-COST will be sent you when the payment has been processed.

Important resources

- Annotated Rules for COST Actions
 - <https://www.cost.eu/funding/documents-guidelines/>
- Travel Reimbursement Rules
 - <https://www.cost.eu/uploads/2024/10/Travel-Reimbursement-Rules-2024-2025.pdf>

In case of doubt please contact

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