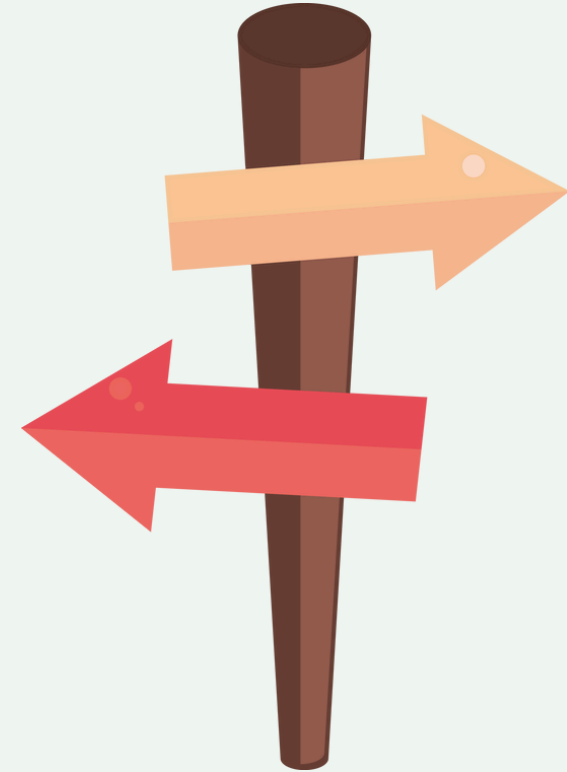


Quick Guide for Travel Reimbursement Claims



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 22140 Improved Knowledge Transfer for Sustainable Insect Breeding (Insect-IMP) 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->

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.

Daily Allowance (DA)

DA is automatically calculated by e-COST according to:

- Location of the event Maximum amount approved by Action MC (indicated in invitation)
- Number of days of confirmed attendance 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.**

Travel to the event	
travel starts before 11:59	Full DA rate
travel starts between 12:00 and 18:59	90% of DA rate
travel starts after 19:00	80% of DA rate
Event days when participant does not travel	
Each event day attended by the participant	Full DA rate
Travel from the event	
travel ends before 11:59	20% of DA rate
travel ends between 12:00 and 18:59	30% of DA rate
travel ends after 19:00	40% of DA rate
Arrival and departure on the same day of the event	
For participants arriving and departing on the same day to the event, the calculation of their daily allowance depends on their travel time.	Between 20% and 40% of DA rate

LONG-DISTANCE TRAVEL EXPENSES

- Long-distance travel is any travel equal to or above **101 km** one way between the main transportation hub at the point of departure and the main transportation hub at the event venue and return.
- Long-distance travel may be by train, ferry, bus, plane, and/or car.
- The incurred long-distance travel expenses are reimbursed on face-value including VAT, up to a maximum of **EUR 1500**, cancellation insurance included.
- Transport to and from a main transportation hub is covered by the daily allowance if the distance is less or equal to 100 km one way.

LONG-DISTANCE TRAVEL EXPENSES

On top of the administrative requirements the participants shall, to see their long-distance travel expenses being reimbursed, attach supporting documents which shall clearly detail:

- The name of the service provider;
- The mode of transport taken;
- The full price paid for the ticket;
- The name of the passenger if applicable;
- The travel dates, departure, and arrival times (an invoice only showing the amount will not suffice).

SPECIFIC CONDITIONS FOR CAR TRAVEL EXPENSES

- Car travel is limited to a maximum distance of **1000 km** for the entire journey from any point of departure to the event venue and return.
- Car travel shall be reimbursed at **EUR 0.35 per km** based on the proof of distance in km from the point of departure and the event venue. An automatic distance calculator is included in e-COST.

The proof of car travel is a parking receipt (visible dates)!

Failure to provide the required supporting documents - parking receipt with the information mentioned above will lead to the rejection of the claim.

NON-ELIGIBLE TRAVEL EXPENSES

The following expenses may never be claimed as travel expenses:

- Any expenses claimed on top of the daily allowance or long-distance travel such as: taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses
- Conference / registration fees; Lecture fees and honoraria;
- Third party service fee for visa processing
- Stand-alone medical or life insurance; Luggage insurance; Carbon offset fees. Nonetheless, Fees, charges, and/or penalties linked to a participant changing 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; Bank charges / fees on reimbursement made by the Grant Holder (or COST Association for centralised events).

Submitting your claim in e-COST

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 When did you leave home? *

2 When did you arrive back home? *

3 What dates did you attend?

Please click on the dates you attended:

✕ Not attended

✕ Not attended

1. Fill your start/end travel date and hour

2. Click on the dates you attended

Submitting your claim in e-COST

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

Submitting your claim in e-COST

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 ▾

Bus

Train

Ferry

Plane

Car

Other travel expenses

Add other travel expense ▾

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: justification in case of travelling from/to another country, force majeure impacting travel, approval from the Action Chair to cover LDT higher than the agreed general cap

Submitting your claim in e-COST

Add Travel expense / ✈️ Plane

Click to read rules for ✈️ plane

Same currency as receipt

Amount * 0.00 EUR Currency * Euro (EUR) Ticket type * Return One way

Origin country * Destination country *

Origin city * 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, itine No file selected... Choose file Delete

Add supporting document

Justification

Close Add expense to claim

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

Submitting your claim in e-COST

Additional information

Please enter any additional information that could support your claim:

Additional info

7. Carefully check your bank details

Bank details

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

Select a bank account *

8. Claim your expenses

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

Save draft

Claim your expenses

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.

In case of doubt please contact

Lea Mlekuš

Grant Holder Manager: info@cost-insectimp.eu