

General Principles for Reimbursement

- Have an e-COST profile at <https://e-services.cost.eu/user/login>
- Be eligible to receive financial support (see Annotated Rules per Article 6.4)
- Have received an e-COST invitation to the meeting/training school and have it accepted within 2 weeks from receiving it
- Make the transportation arrangements as early as possible upon receipt of the e-COST official invitation
- Choose the most economical means of transportation
- Sign the attendance list on each day of attendance
- Submit via e-COST a completed Online Travel Reimbursement Request (OTRR) as soon as possible; no later than 15 days after the end of the meeting
- Upload legible and readable copies of all relevant invoices /receipts onto e-COST

Eligible Expenses

- Daily Allowance (Accommodation, meals, short-distance travels)
- Long-Distance Travel expenses (upon receipt)
- Other Travel expenses: Visa Expenses (if required to travel to the meeting location)
 - Supporting documents required (Receipt/stamp from the embassy/consulate, showing the amount paid and any Administrative Costs)

Non-Eligible Expenses

- ❌ Any costs on top of the DA and long-distance travel: ex. taxi, parking, tolls, fuel, carbon tax, extra nights, extra meals
- ❌ PCR, Antigen tests (COVID)
- ❌ Life-, medical-, health-, and luggage insurance
- ❌ Carbon off-set fees, Conference/registration fees
- ❌ Lecture fees or honoraria
- ❌ Any extra fees associated with obtaining visas: SM|S, photographs, postage
- ❌ Rebooking fees
- ❌ Printing and postage
- ❌ Regional/national taxation; stamp-duty expenses
- ❌ Bank charges

Daily Allowance (DA) covers:

- Accommodation
- Meals
- Short distance travel (less or equal to 100 km each way)

No receipts required (to upload)

New DA table: [Microsoft Word - 2022_Daily allowance table.docx \(cost.eu\)](#)

- Daily Allowance is based on the country where the event takes place
- MC can decide to lower the amount of DA
- Training schools: trainers and trainees can have different DA

Travel start date:	
- 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
Travel end date:	
- travel end 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
Event days:	
Each event day attended by the participant	Full DA rate

- Shared accommodation ? – DA is allowed, but should be claimed only by one person
- Travel dates and times not clear – supporting documents required
- Participants are allowed to arrive one day before the meeting or depart one day after
- Participants can stay longer at the meeting location. DA calculation however is limited to eligible days according to signed attendance list



Long distance travel

- Any travel over 100 km to/from point of departure to meeting location
- Paid based on face-value
- Limited to plane, train, bus, car and ferry
- MAXIMUM amount EUR 1500,-

Plane	Train/Bus/Ferry	Car
E-ticket receipt - passenger name, dates and time, full itinerary, price	Receipt - dates, full itinerary, price	Proof of distance - 0.35 EUR per km, - max 2000 km on return

Travel cancellation insurance is eligible!

New COST Annotated rules

If you need any more information please have a look at the Official COST Rules:

- <https://www.cost.eu/uploads/2022/02/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-2022-02-15.pdf>