

TRAVEL REIMBURSEMENT RULES

Following the COST principle of good governance, financial soundness, and efficiency as per I.5, participants to an Action event shall:

- Choose the most economical means of transportation;
- Make their transportation arrangements as early as possible upon receipt of the e-COST official invitation to the approved activity;
- Not receive double funding, as it is not permitted. Therefore, the participants shall declare via e-COST when submitting their Online Travel Reimbursement Request (OTRR) that they will not receive a reimbursement or any allowance from a third party to support their attendance at the approved COST activity for which they are submitting a claim.

In addition, participants may claim a lower amount of reimbursement than the entitled amount as per the rules described below in A1-3.1.3- Eligible expenses. It is the responsibility of each participant to ensure that all amounts that they receive from COST funding are compliant with their national tax rules and obligations.

ADMINISTRATIVE REQUIREMENTS

To see their claim being reimbursed participants to an Action event shall:

- Have an e-COST profile at <https://e-services.cost.eu/> including bank details;
- Be eligible to receive financial support per Article 6.4;
- Have received an e-COST invitation to the meeting / training school and have accepted it within 2 weeks from receiving it;
- **Sign the attendance list on each day they attend the Action event;**
- Submit via e-COST a completed Online Travel Reimbursement Request (OTRR) as soon as possible and not later than **15 calendar days after the end date of the Action event;**
- Upload legible copies of all invoices / receipts and relevant supporting documents onto e-COST.

The **Daily Allowance** rate intends to cover expenses related to accommodation, meals, and/or short distance travel (**defined as less or equal to 100 km one way**) and other incidental costs.

Invoices for accommodation, meals and short-distance transportation are therefore **not required**, unless otherwise provided by the applicable laws or regulations and the annotated COST rules.

The amount of the daily allowance (available at http://www.cost.eu/daily_allowance) depends on the country in which the event takes place.

The daily allowance is calculated against:

- The actual number of days of attendance to the approved activity (as confirmed against participant's signature on the official attendance list for each day of the event that they attend); The participant may arrive on the day before the activity commences and/or leave one day after the activity finishes. The DA is then calculated accordingly.
- The participant's travel start- and end dates and hours; The participant shall provide other supporting documents (e.g. accommodation or meal invoices) attesting their travel dates so that the daily allowance can be correctly calculated, only in the cases when:
 - (i) cannot provide proof of the travelling date and hours or
 - (ii) does not submit a long-distance travel reimbursement request.

The table hereunder describes how those criteria are considered in the calculation of the daily allowance:

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

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).

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.

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).

Failure to provide the required supporting documents with the information mentioned above may lead to **the rejection of the claim**. In case a participant attends two consecutive Action events (e.g. a Meeting followed by a Training School), their long travel distance shall be claimed for only one of the events.

ELIGIBLE TRAVEL EXPENSES

Extra charges claimed such as seat reservation, extra leg room, exit row seat, fast lane, priority boarding, sms priority boarding fees, luggage associated expenses, sustainable fuel surcharge & cancellation insurance.

Recommendation: Participants are advised to contract a travel cancellation insurance for all their long-distance travel. Cancellation insurance is an eligible expense included in the long-distance travel expenses.

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!**
- If multiple participants travel together, only one person may claim the reimbursement of the number of km. Other eligible participants travelling in the same car are not eligible for the reimbursement of the car km.

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

OTHER TRAVEL EXPENSES: VISA EXPENSES

Participants may claim visa expenses required to travel to the meeting venue as follows:

- May only be claimed the costs related to visa processing fees relevant to attending approved COST event(s).
- Attach supporting documents which shall include:
- Receipt / stamp from the embassy / consulate issuing the visa.
- Amount paid for the visa and possible administrative costs (fee collected by/or on behalf of the consular authority).

Additionally, a departure tax of 710 Turkish Lira, imposed on citizens of the Republic of Türkiye when leaving the country, is also eligible for reimbursement. This fee is mandated by **Article 51 of Law No. 7524**.

To claim this expense, participants must provide proof of payment for the exact amount of the departure tax.

FORCE MAJEURE IMPACTING TRAVEL

- A participant to a COST Action event can encounter a case of force majeure that force them to cancel or shorten their participation to a COST Action event. In such cases, the participant either is prevented to participate in the Action event or forces the participant to shorten its participation to the Action event. In both cases, the participant may request from the COST Association a specific demand to obtain that incurred travel expenses due to the case of force majeure are reimbursed, when not otherwise covered.
- Participants are reminded that cancellation insurance fee is an eligible expense included in the long-distance travel expenses and are advised to contract one. Participants are strongly recommended to seek reimbursement from cancellation insurance / accommodation service provider / any other means available to them where applicable.

Claims are checked and processed within 45 days from the event.

Travel examples for long distance - indirect routes

When traveling more than 101 km one way but having intermediate stops (**each less than 101 km**) due to no direct connection, you must enter the start and end destination in the E-COST system regardless of the intermediate stops. Then, upload all tickets for the transportation, which must be time and location coordinated. It is mandatory to use the same mode of transport for the entire journey; otherwise, the cost will be deemed ineligible.

Examples:

1. You are traveling from city **A** to city **C** and the total distance is 500 km:

a) You travel from city **A** to city **B** (50 km) and then from city **B** to city **C** (450 km) with the same mode of transportation and the tickets are time and destination coordinated → **the expenses will be reimbursed.**

Travel expenses for indirect routes will only be reimbursed if all tickets are for the same mode of transport (e.g., all for the train or all for the bus).

b) You travel from city **A** to city **B** (50 km) by eg. bus and then from city **B** to city **C** (450 km) by eg. Train. → **Only the train expenses will be reimbursed, regardless of the time and destination coordination of the transports.**

If the tickets are for different modes of transport (e.g., one for the bus and one for the train), the expenses will not be reimbursed.

2. You are traveling from city **A** to city **D** and the total distance is 270 km:

a) You travel from city **A** to city **B** (90 km), then from city **B** to city **C** (90 km) and from city **C** to city **D** (90 km) with the same mode of transportation and the tickets are time and destination coordinated → **the expenses will be reimbursed.**

Layover: Stopovers (24+ hours) are not allowed, but layovers of less than 24 hours are permitted.

Examples:

1. A participant travels to a meeting held in Rome, Italy. The travel route selected is a flight from Oslo to Rome. On the way back the participant travelled from Rome to Warsaw, stayed few days in Warsaw for personal reasons and after that travelled back to Oslo.

The participant can claim the long-distance travel from Oslo to Rome, and from Rome to Warsaw.

2. A participant travels to a meeting held in Milan, Italy. The travel route selected is a flight from Oslo to Milan. On the way back the participant travelled from Milan, stopped in Warsaw to catch the connecting flight back to Oslo on the same day.

The participant can claim the long-distance travel from Oslo to Milan, and from Milan to Warsaw-Oslo.