

RULES AND INSTRUCTIONS TO REQUEST TRAVEL REIMBURSEMENT

We strongly advise reviewing the COST Travel Reimbursement Rules, which can be found [here](#), for a comprehensive understanding of the summary provided below. The following instructions include additional Grant Holder (GH) rules for complying with local regulations.

PARTICIPANTS ENTITLED FOR TRAVEL REIMBURSEMENT MUST:

- >> **Have accepted** the e-COST invitation to the meeting **within 15 days**;
- >> Make their transportation arrangements as early as possible upon receipt of their e-COST invitation to the meeting and choose the most economical means of transportation;
- >> Sign the meeting attendance list daily;
- >> **Submit** via the e-COST invitation a duly completed **Expenses Claim asap and no later than 15 calendar days after the event**. If not submitted by the deadline (and without having contacted the GHM about any issues), pending claims will be closed and no further reimbursements will be possible;
- >> Not receive double funding for claimed expenses;
- >> Have an e-cost profile up to date (affiliation, residence, bank details...);
- >> Comply with the COST Travel Reimbursement Rules and **additional GH rules outlined below**.
- >> **Please note that requests for reimbursement on an institutional or corporate bank account must be submitted with an invoice.** Prior contact with the Grant Holder Manager (GHM) is mandatory.

ELIGIBLE EXPENSES:

>> **Accommodation, meals and short-distance travels (< 101 km each way)** are covered by one lump-sum amount known as **daily allowance (DA)**. The DA fixed by the Action MC for the present meeting is **130 EUR**. The calculation of the total DA takes into account the travel dates and times, as well as the number of days of attendance (but never more than one day before the start of the meeting and one day after the end of the meeting).

> Requirements & Recommendations:

- * **Accommodation invoices must always be submitted.**
- * **All tickets and receipts for local transport** (by public transports or taxi) **of less than 101 km between the following point must be submitted:** home to meeting venue; home to main transport hub (airport, train or long distance bus station); main transport hub to meeting venue/hotel; and return.
- * Without appropriate supporting documents, the GHM reserves the right to reduce the amount of the allowance granted by COST in order to comply with the local regulations.
- * Although other receipts for the expenditures cover by the DA (such as meals) are not required, we recommend that you keep proof of all your expenses in case of a tax audit.
- * Participants leaving in the city of the event or who cannot produce invoices for accommodation are invited to claim a reduced allowance (40%).
- * If you have been engaged in another COST or non-COST activity, either before or after the meeting, you should indicate the dates and times of departure from home and return to home as per your travel tickets.
- * If your return home is later than expected due to a flight or train delay, provide proof of the delay (screen shot in an application or photo of a panel) to possibly benefit for a DA bonus.
- * The amount of DA you could receive can be estimated on e-COST by accepting the invitation and starting to fill the claim.

>> **Long-distance travel** is any travel equal 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.

> **Airplane, train, bus, ferry:**

- * Travel expenses are refunded **on face value** and on the principle of the **most economical** overall expenditure.
- * Only economy class plane tickets are eligible.
- * Seat reservations, extra leg room, luggage transportation costs, travel cancellation insurance and administrative fees charged by companies or travel agencies are eligible.

> **Car:**

- * Car travel is limited to a maximum distance of 2 000 km for the entire journey. An automatic distance calculator is included in e-COST.
- * The use of a private or rented car is reimbursed on the basis of **0.35 EUR per km**. No other expenses can be claimed on top (such as car rental, fuel, parking, tolls, additional accommodation...).
- * When additional participants entitled to reimbursement are travelling in the same car, only the person responsible for the car shall be reimbursed.

> **Recommendations:**

- * Please consider the environmental impact when making travel plans and avoid, if possible, taking a flight if the destination is less than 6 hours away by train.
- * Add a cancellation insurance when purchasing your travel tickets instead of choosing refundable fares, which are usually more expensive.
- * Travel from/to countries other than your country of residence (as registered in e-COST) must be justified with a comparative quote at the time of booking. Please contact the GHM for advice before booking. The GHM takes the final decision on reimbursement of the most economical option.

>> **Visa Expenses** directly related to attend the meeting. Only visa processing fees are eligible.

SUPPORTING DOCUMENTS to be uploaded on e-COST:

- >> Travel tickets/invoices must show passenger's name, dates and times of travel and full itinerary.
- >> Travel tickets must be accompanied by the paid invoice or receipt, **and boarding passes** (if applicable).
- >> Local transport receipts for short-distance travels to reach the meeting venue on the arrival day (and return to home on the last day) must show the amount paid.
- >> Accommodation invoices must show guest's name, full price, check in & out dates. **Booking confirmations are not accepted on their own.**
- >> If no mention is made that the invoice has been paid, a proof of payment (bank statement) must be attached.
- >> Visa supporting documents must include receipt/stamp from the embassy/consulate issuing the visa and amount paid for the visa and possible administrative costs.
- >> Please prefer e-tickets and e-boarding passes and ask to receive e-invoices. **If e-boarding pass on your mobile, please take a screen shot immediately**, as it may no longer be available soon after your trip.
- >> Make sure to upload on e-COST readable scanned copies of «paper» supporting documents.

NON-ELIGIBLE EXPENSES:

Please see the [COST Travel Reimbursement Rules](#).

[Claim submission quick guide](#)

If you still have any doubts about the eligible expenses that can be claimed or the appropriate supporting documents, **please contact the GHMs:** Melanie.Vander.Geeten@ulb.be or Patricia.Domingo.Alvarez@ulb.be.