

## RULES AND INSTRUCTIONS TO REQUEST TRAVEL REIMBURSEMENT

We strongly advise reviewing the COST Travel Reimbursement Rules (Annex A1-3.1), 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/corporate bank account must be submitted with an invoice.** Prior contact with the Grant Holder Manager (GHM) is mandatory. Reimbursement cannot be split; payment will be made in full either to your institution's account or to your personal bank account.

### **ELIGIBLE EXPENSES:**

- >> **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 tickets are eligible.
- \* Seat reservation, extra leg room, luggage transportation costs, sustainable fuel surcharge, travel cancellation insurance and administrative fees charged by companies or travel agencies are eligible.

#### **> Car:**

- \* Car travel reimbursement is limited to a maximum distance of 1 000 km for the entire journey. An automatic distance calculator is included in e-COST.
- \* The **proof of car travel is a parking receipt** clearly showing the dates.
- \* The use of a private or rented car is reimbursed at **0.35 EUR per km**. No other expenses can be claimed on top (such as car rental, assurance, fuel, parking, tolls...).
- \* If multiple participants travel together, only one person can claim the reimbursement.

#### **> 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 (plane refundable fares are not eligible). Baggage, medical, or disruption insurance is not eligible unless included with cancellation insurance.

- >> Travel from/to countries other than the one of residence is allowed.

- >> Extended stay at the meeting venue city is permitted. However, any layover in a connecting city (which may be necessary to facilitate changes in flights or modes of transport), exceeding 24 hours is considered a stopover, defined as an intentional break in the journey, and will affect the reimbursement. Only the last segment to reach the meeting venue or the first segment on the return journey will then be eligible for reimbursement.

>> **Accommodation, meals, short-distance travels (< 101 km each way) and any other incidental costs** are covered by one lump-sum amount known as **daily allowance (DA)**. The DA fixed by the Action MC for the present meeting is **199 EUR** (100% of the DA is granted for each attended day of the event, and for the travel day to the event. 40% of the DA is granted for the day of departure from the event).

> **Requirements & Recommendations:**

- \* **Accommodation invoices must always be submitted.**
- \* **All tickets and receipts for local transport** (by public transports or taxi) **or an itinerary from google map** (if travel by car) **of less than 101 km between the following points must be submitted**: point of departure to meeting venue city or main transportation hub (airport, train or bus station); main transportation hub to meeting venue; and return. This only applies to the outward and return journeys. Tickets for local transports during the stay are not required.
- \* Without appropriate supporting documents described above, the GHM reserves the right to reduce the amount of the daily allowance calculated by COST in order to comply with the GH local regulations.
- \* Participants who cannot produce invoices for accommodation can claim 50% of the daily allowance, as per a local participant. If 2 participants entitled for reimbursement are sharing the accommodation, 1 can claim the full DA and the 2nd is invited to claim 50%.
- \* It is recommended that you keep all other receipts in order to prove your business expenses in the event of a tax audit.

>> **Visa Expenses:** Only visa processing fees or exit visa fees, directly related to attend the meeting, are eligible. Third party service fees, sms, printing or postage fees are not eligible.

**SUPPORTING DOCUMENTS to be uploaded on e-COST:**

- >> Travel tickets must show passenger's name and itinerary, including departure and arrival dates and cities.
- >> Travel tickets must be accompanied by the paid invoice, receipt or a proof of payment (bank statement).
- >> **Boarding passes** for travel by plane. **If e-boarding pass on your mobile phone, please take a screen shot immediately**, as it may no longer be available soon after your trip.
- >> Local transport receipts for short-distance travels to reach the meeting venue on the arrival day (and return on the last day) must show the amount paid and must be uploaded under "Supporting documents".
- >> Accommodation invoices must show guest's name, full price, check in & out dates. **Booking confirmations are not accepted on their own**. To be uploaded under "Supporting documents".
- >> Visa supporting documents must include receipt/stamp from the embassy/consulate issuing the visa and detailed amount paid for the visa and possible other services.
- >> If parking paid by SMS or in an App, a screenshot shall be uploaded. If you stayed in a hotel with free parking, ask for a declaration that you used the parking from the reception desk.
- >> Only complete copy of the travel booking receipt and ticket is accepted (no partial or edited documents).
- >> Make sure to upload readable scanned copies of paper supporting documents.

**Failure to provide the required supporting documents with the information mentioned above may lead to the rejection of the claim.**

**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 us before submitting your claim: [Rekabra.Youssef@ulb.be](mailto:Rekabra.Youssef@ulb.be) (Travel Claim processing Manager) or [Melanie.Vander.Geeten@ulb.be](mailto:Melanie.Vander.Geeten@ulb.be) (Grant Holder Manager)