

Rules for reimbursement of expenses for experts eligible for reimbursement 01.09.2008

Please read carefully before completing the form.

Participants to COST meetings should arrive and depart as close as possible to the beginning and to the end of the meeting. In cases where participants have been on non-COST activities either before or after the meeting they should indicate the dates and times of departure from home and return to home, as if they had only attended the COST meeting.

The expert eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received any similar reimbursement or allowance or is not entitled to a similar reimbursement or allowance from another Institute, organisation or person for the same trip.

IMPORTANT

- If the complete reimbursement form is not submitted within 60 days, it is presumed that no claim for payment or for reimbursement of expenses will be requested by the participant;
- Only fully completed reimbursement forms will be considered by the COST Office (including fields such as bank account details, meeting ID, departure/arrival dates/times and etc.);
- For the reimbursement of travel costs, originals or legible photocopies of **transport tickets** must be provided **with the claim form**. They must clearly indicate **the amount paid** and the **full itinerary** (showing departure/arrival dates and times);
- Originals, or legible photocopies, of all travel documents must be kept by the expert for five years after the meeting;
- Reimbursement is in **euro**;
- The following are some examples of **items not eligible for reimbursement**:
 - Registration fees, costs of health, life and luggage insurance are **not** reimbursed;
 - Cancellation insurance will only be reimbursed for non-changeable low cost tickets or similar not changeable tariffs;
 - Other costs such as telephone calls. cannot be reimbursed;
- Any other arrangements may be considered in exceptional cases subject to prior approval by the COST Office.

4a. Accommodation

The flat rate reimbursement is of **€120 per night** for accommodation and breakfast. The maximum number of nights reimbursed equals the number of attended meeting days + 1 (as confirmed by the signed attendance list). Any deviation from this rule will require an explicit justification under "Other/remarks", supporting documentation and an approval by the COST Office.

4b. Meals

Lunch (including coffee breaks) and dinner expenses will be reimbursed at a fixed rate of **€20 each**. Meals covered by a separate COST meeting support will not be paid.

5. Travel expenses

Travel expenses are refunded on the principle of the most economical overall expenditure.

5a. Travel by plane, train or long distance bus (coach)

- For travelling by air low cost tickets have to be used. To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed. The most economical tariff shall be reimbursed if originals or legible photocopies of the ticket are provided. Business class can only be reimbursed under exceptional conditions and needs the prior approval from the COST secretariat. **Air tickets exceeding €1200 require prior approval by the COST Office.**
- Local airport transfer should use the most economical means of transport. Airport parking may be reimbursed, if economical.
- The shortest and most economical route by rail or bus between the departure point and the place where the meeting is held must be used. First class rail or bus travel may be reimbursed by the COST Office.
- Costs for seat reservations, transport of necessary luggage and supplements for fast trains and sleeper (instead of hotel) are eligible expenses.

5b. Travel by private or rented car

- The use of a private or rented car is reimbursed on the basis of **€0.20 per kilometre** (no fuel, toll, car park etc. will be reimbursed) for one person travelling alone. Where two or more persons are entitled to reimbursement of travel expenses and use the same car, only the person responsible for the car shall be reimbursed at the rate of **€0.30 per kilometre** and the name of the passengers-must be declared on the reimbursement form.
- Travel by car for a distance of more than 2000 km in total is normally not reimbursed and in any case no additional accommodation is paid.
- A proof of distance has to be attached (print-out from websites such as Via-Michelin, Maporama, Mappy, Google Maps).

5c. Local Transport

For local transport expenses receipts are not required under a total of **€25** (single & return). If the total amount for the entire trip exceeds **€25**, copies of all justifications and receipts have to be added to the reimbursement form.

5d. Taxi

Taxi fares are limited to **€40** in total for the entire trip. Receipts are always required. They shall only be reimbursed where no reasonable public transport is available. Any deviation from this rule will require an explicit justification and an approval by the COST Office.