

## 1.6. Eligible Costs - Reimbursement Rules

### 1.6.1. Introduction

Participants in COST meetings should arrive/depart as close as possible to the beginning/end date of the meeting. If participants have non-COST activities either before or after the meeting, they should indicate the dates and times of departure from and return to their 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 or is not entitled to any similar reimbursement or allowance from a third party.

For audit purposes, the COST Office may contact the home institution of a participant regarding double payments.

### 1.6.2. Accommodation

The flat reimbursement rate is **EUR 120 per night** for accommodation and breakfast. The maximum number of nights reimbursed equals the number of attended (as evidenced by the signed attendance list) meeting days + 1.

Any deviation from this rule will require an explicit justification under "Other/remarks", supporting documentation, and an approval from the COST Office.

The local organiser may make a block reservation if more economical.

### 1.6.3. Meals

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

### 1.6.4. Travel Expenses

#### 1.6.4.1. Introduction

**Expenses are funded on the principle of the most economical overall expenditure.**

#### 1.6.4.2. 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 on production of originals or legible photocopies of the ticket.

Business class can only be reimbursed under exceptional conditions and needs the prior approval of the COST secretariat. **Air tickets exceeding EUR 1 200 require prior approval from 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.
- The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleepers (instead of hotel) are eligible expenses.

### **1.6.4.3. Travel by Private or Hire Car**

- The use of a private or hire car is reimbursed on the basis of **EUR 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 **EUR 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 2 000 km 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, etc.).

### **1.6.4.4. Local Transport**

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

### **1.6.4.5. Taxi**

Taxi fares are limited to **EUR 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 from the COST Office.

### 1.6.5. Remarks

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 routing** (showing departure/arrival dates and times).

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.).

Participants must be registered prior to the meeting in the COST Database:

<http://www.cost.esf.org/e-cost>

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.

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 etc. cannot be reimbursed.

Any other arrangements may be considered in exceptional cases subject to prior approval from the COST Office.