

## COST action METHAGENE financials



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## Participants eligible and entitled for reimbursement should;

- 1. Choose the most economical means of transportation.
- 2. Make their transportation arrangements as early as possible upon receipt of their official invitation to the meeting.
- 3. Arrive and depart as close as possible to the beginning/end dates of the meeting

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## In order to receive the payment, the eligible and entitled participant must;

- Register their bank detail prior to the meeting on e-COST
- Sign the meeting attendance list on each day that they attend the meeting
- Declare that he/she will not receive any similar reimbursement from a third party
- Submit a duly completed and signed by hand declaration form within 14 calendar days from the end date of the approved meeting
- Submit readable copies of all invoices/receipts. Original invoices/receipts must be kept by the claimant until 31 May 2019

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## Eligible expenses; Accommodation

- This is based on flat rates only with a maximum of EUR 120 per person per night including breakfast. However the MC can decide to lower this amount!
- Maximum number of nights to be reimbursed equals the number of attended meeting days plus 1 in case the participant arrived the day before the meeting starts.
- The accommodation expenses must be paid directly by the participant.

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## Eligible expenses; Meals

- This is based on flat rates with a max of EUR 20.
- Max 2 meals a day (lunch and dinner)
- Meals provided by other sources must be deducted from the number of meals to be reimbursed.

When a participants travel starts (when they leave their residence/institution)	When a participants travel ends (they arrive back at their residence)
Before 12.00 = 2 meals	Before 12.00 = No meals provided
After 12.00 = 1 meal	Before 19.00 = 1 meal
After 19.00 = No meals provided	After 19.00 = 2 meals

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## Eligible expenses; travel expenses

### Airplane

- Only economy class tickets are eligible.
- Maximum of EUR 1,200 per air ticket
- Seat reservations and luggage transportation costs are eligible.
- Administrative fees charged by travel agencies are eligible.

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## Eligible expenses; travel expenses

### Train or Bus

- First and second class tickets are eligible for reimbursement.
- Supplements for fast trains and sleepers are eligible expenses.

### Ferry

- In order to be reimbursed, participants must submit the tickets (and the related invoice if the price is not indicated on the ticket).



## Eligible expenses; travel expenses

### Car

- Car travel is limited to a max. of 2.000 km
- At EUR 0.20 per km when traveling alone and 0.30 per km when additional participant are travelling in the same car, in this case only the driver shall be reimbursed. The names of the passengers must be mentioned on the declaration form.
- Proof of distance showing the travelled route beginning at the place of origin to the approved meeting venue must be submitted along the declaration by means of a printout from a route planner web services.



## Eligible expenses; travel expenses

### Local transport expenses

Are transport costs (including public transport -shuttle, buses, trains, metro, tramway -taxi, car and parking costs) incurred travelling between the following points;

- Home to Airport/ train station
- Airport / train station to meeting venue/ hotel, vice versa
- Hotel to meeting venue, vice versa
- Airport/ train station back to home



## Eligible expenses; travel expenses

### Local transport expenses

- If the amount claimed is less than EUR 25, no tickets are required to be submitted for reimbursement but the journey(s) must be detailed on the declaration form.
- If the claimed amount exceeds the EUR 25, receipts justifying the total amount claimed must be provided. All receipts must display the amount and the date that the expenses were incurred, and also the journey(s) must be detailed on the declaration form.



## Eligible expenses; travel expenses

### Local transport expenses

Action Participants are limited to use taxis;

- When no other means of public transport is available;
- For early departures (travel departure before 7 am) or late arrivals (travel arrival after 10 pm);
- For up to EUR 80 for the entire travel when the above conditions are met.



## Eligible expenses; Other

- Short term visa fees relevant to attending the approved Action meeting, Any claimant must validate the amount by producing a supporting document.
- An extra night accommodation, when duly justified and approved by the COST Office prior to the participant incurring expense.



## Non-eligible expenses

- Registration, honorarium or lecture fees.
- Transportation expenses associated with obtaining the short term visa.
- Health related expenses, life and medical insurance.
- Travel cancellation and luggage insurance.
- Overnight stay during a car trip, fuel costs, roads toll and car rental.
- Wi-Fi, telephone, internet and minibar consumption.
- Printing costs, postage.
- Regional or national taxation fees (VAT)



OST

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Mr. Boudewijn Kroes Logged in as Grant H

Your web browser seems to be outdated! Please update your browser in order to avoid issues with this application.

### Invitation to COST Office Event

Dear Mr Boudewijn Kroes

You are invited to the following COST event. Please indicate below if you wish to participate.

**Meeting Details**

Meeting ID	ECOST-MEETING-4A1302-080514-040681
Title	Start up MC meeting + WC meetings
Start Date	2014/05/08
End Date	2014/05/08
Location	Schiphol Airport, Amsterdam, Netherlands

Step 1/5 Invitation  Accepted  Decline

Step 2/5 Reimbursement  Yes  No

You are eligible to claim reimbursement of your expenses related to this event. Do you wish to submit a claim?

Step 2/5 Reimbursement  Yes  No

If you decided to NOT submit a claim, please click the 'No' button above.

Step 3/5 Travel Information And Expenses

**Please note:**  
Local organizer has paid 1 meal for this meeting, which has been automatically deducted from the maximal number of eligible meals.

Please read carefully the [Travel Reimbursement Request \(TRR\) Rules](#) before completing your expenses.

**Travel Dates (Door To Door)**

Travel Start	Date	2014-05-08	Time	
Travel End	Date	2014-05-08	Time	

**Meeting Attendance**

Check all the attended days according to the signed attendance list.

08 May 14

**Accommodation Expenses**

Number of nights	0
Applicable Rate per Night	EUR 120.00
Reimbursable amount	EUR 0.00

**Meals Expenses**

**Meals Expenses**

Number of meals	0
Applicable Rate per Meal	EUR 20.00
Reimbursable amount	EUR 0.00

**Travel Expenses**

Reimbursable amount	EUR 0.00
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**Local Transport Expenses**

Reimbursable amount	EUR 0.00
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**Other Expenses**

Reimbursable amount	EUR 0.00
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**Supporting Documents**

Title / Description  (Example: plane ticket, receipts, etc.)

File to upload

The file will not be available until you click the Upload button.  
You can upload files up to 2 MB each.  
Supported file types are: pdf, xls, ppt, zip, jpeg, gif.

**Current Total** EUR 0.00

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Step 4/5 Bank Account

Select the Bank Account you would like to get reimbursed on above. To select a non-listed account, click "Add a new account". After selecting your bank account, you will be able to preview a draft version of your TRR (Travel Reimbursement Request) Form to verify the details.

Step 5/5 Submission

I declare that the above expenses are not being reimbursed from any other source.

The COST Office and the Grant holder reserve the right to correct this document after signature by the participant to comply with COST Rules.

Please tick the above checkbox to be able to Finalise and Submit your claim


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### Invitation to COST Event

Mr Boudewijn Kroes

**Download, Print, Sign, and Send your TRR to the Grant holder by Post to:**

 Mr Boudewijn KROES  
St. DLD  
Edelhertweg 15  
8219 PH  
Lelystad  
Netherlands

The Grant Holder has to receive your signed TRR (Travel Reimbursement Request form) by post in order to process your claim. You will be notified once the Grant Holder has received your signed TRR.

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Location	Schiphol Airport, Amsterdam, Netherlands

Step 1/5 Invitation  Accepted  Decline

Step 2/5 Reimbursement  Yes  No

Step 3/5 Travel Information And Expenses

## Payment of the claims

- All the participants must send their signed declaration form with supporting documents to the Grand holder within 14 days after the meeting.
- The Grand holder will check if all the forms are compliant with the Cost action rules and also with the financial agreements made by the MC.
- When all the forms are financially checked and approved, a summary will be send to the chair and vice-chair for their official approval.
- After that the payment will be done within 7 working days.