

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



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



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.



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.



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.



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.

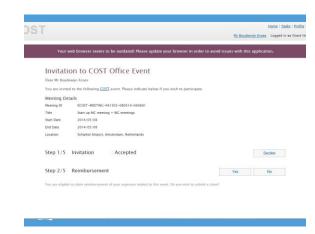


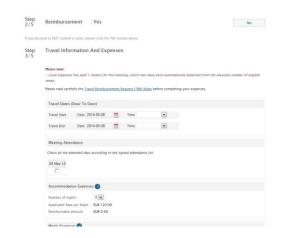
Eligible expenses; Other

- 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.

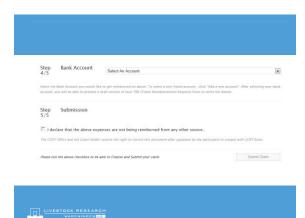














Payment of the claims

- 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 vicechair for their official approval.
- After that the payment will be done within 7 working days.

