



# TRAVEL REIMBURSEMENT RULES

(Summary applicable from 1 November 2025 to 31 October 2026)

Click [here](#) for the complete Travel Reimbursement Rules (Annex 1-A1-3) and [here](#) for how to submit a travel claim in e-COST.

## What is reimbursed when you participate to a COST event?

# 1

### Daily Allowance

Rate per day is based on country location.

- Covers **accommodation, meals, short distance travel and other incidental costs**
- Calculation based on number of attended days, and travel to and from the event location
- Local participants can claim 50%



# 2

### Long distance travel

Journeys **above 101 km (one way)** for the purpose of attending a COST event.

- Using **plane, train, bus, ferry and/or car**
- Reimbursement from departure point to event venue and to final destination
- Deviation from travel for personal or professional reasons is not reimbursed
- Layovers should **not exceed 24 hours**, with travel documents attesting travel hours
- Maximum claim of **EUR 1500 ( including travel cancellation insurance and carbon offset fees)**
- All supporting documents to be uploaded to e-COST (**no screenshots**), shall detail the following:
  - name of service provider
  - full price paid
  - in the case of travel by plane, passenger(s) name, eticket and/or booking references
  - complete travel itinerary: including departure and arrival dates and cities
  - other type of extra charges such as seat reservations, extra leg room, priority boarding, luggage fees, etc.



### Use of Car (Long distance travel by car)

- Limited to **1000 km in total**
- Reimbursed at **EUR 0.35 per kilometer**
- Upload to e-COST **parking receipts or screenshot of message confirmation, clearly showing the dates**
- **Free parking** must be justified with an accommodation invoice or attestation from parking provider



# 3

### Other eligible expenses : Visa Expenses



- Visa processing or exit fees related to attending COST events
- All supporting documents should be uploaded to e-COST such as **receipt/stamp from embassy/consulate, and amount paid for the visa**

### Non-eligible expenses

The following expenses will never be reimbursed.

- Taxi, parking, tolls, fuel, car rental, extra nights or meals
- Lecture, Conference fees or honoraria
- Rebooking fees
- Luggage, car, life and medical insurance
- Third party service fees for processing visa, sms, printing or postage fees
- Wifi, telephone, laundry, internet, mini bar consumption
- Bank charges, exchange or commission fees

In case of travel disruptions caused by **Force Majeure**, please [here](#).