

# GUIDELINES

## HANDLING TRAVEL DEROGATION REQUESTS

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## 1) SCOPE OF THIS DOCUMENT

This document aims to support Grant Holder Managers in handling travel reimbursement requests which deviate from the COST financial rules stated in the COST Annotated Rules and to support the eligible COST Action Participants by providing the list of supporting documents required to assess their travel derogation requests. This document includes the different possible scenarios and the respective administrative requirements.

## 2) GENERAL PRINCIPLES TO CONSIDER WHEN SUBMITTING TRAVEL DEROGATION REQUESTS

1. The rules and principles detailed in the COST **Annotated Rules** shall be enforced.
2. Action participants shall be aware that, except where stated otherwise, COST Association and by extension the Grant Holder Institution shall only cover otherwise non-refundable amounts. In this regard:
  - COST Association **strongly encourages Action participants to purchase fully refundable travel tickets and / or a travel cancellation insurance** (both eligible expenses), when making their travel arrangements;
  - Action participants shall, where applicable, first seek refund of the considered amounts from other existing sources (hotel, travel company, insurance ...) before submitting their derogation request.
  - Vouchers from the travel service providers (railway, airline, hotel, ...) are considered as a refund.
3. Action participants are informed that **EU law** regulates passengers' rights for air, train, bus or coaches and for ship passengers.  
Information is available on [https://europa.eu/youreurope/citizens/travel/passenger-rights/index\\_en.htm](https://europa.eu/youreurope/citizens/travel/passenger-rights/index_en.htm) (apps to be downloaded on that website).  
**Those regulations apply** when:
  - Travel is cancelled or Action participants are denied boarding or are notified that they will not be admitted on board of a flight.
  - Travel is delayed.

This legislation establishes common rules on compensation and assistance to passengers in those events. Concerned Action participants shall make use of their passenger rights to their service provider.
4. Derogation requests shall be presented in the required format and accompanied with required documents. Derogation requests not fulfilling those requirements shall not be considered and therefore be rejected.
5. Each Grant Holder Manager shall secure the approval of the derogation request by the COST Association prior to processing any derogation related payment. Grant Holder Institutions are informed that acting otherwise entails the risk of any such derogation related expense being declared ineligible and therefore to be borne on their own funds.
6. Each derogation request shall be analysed on a case-by-case basis.
7. Preferably, all travel supporting documents should be provided in English.

### 3) DEFINITIONS

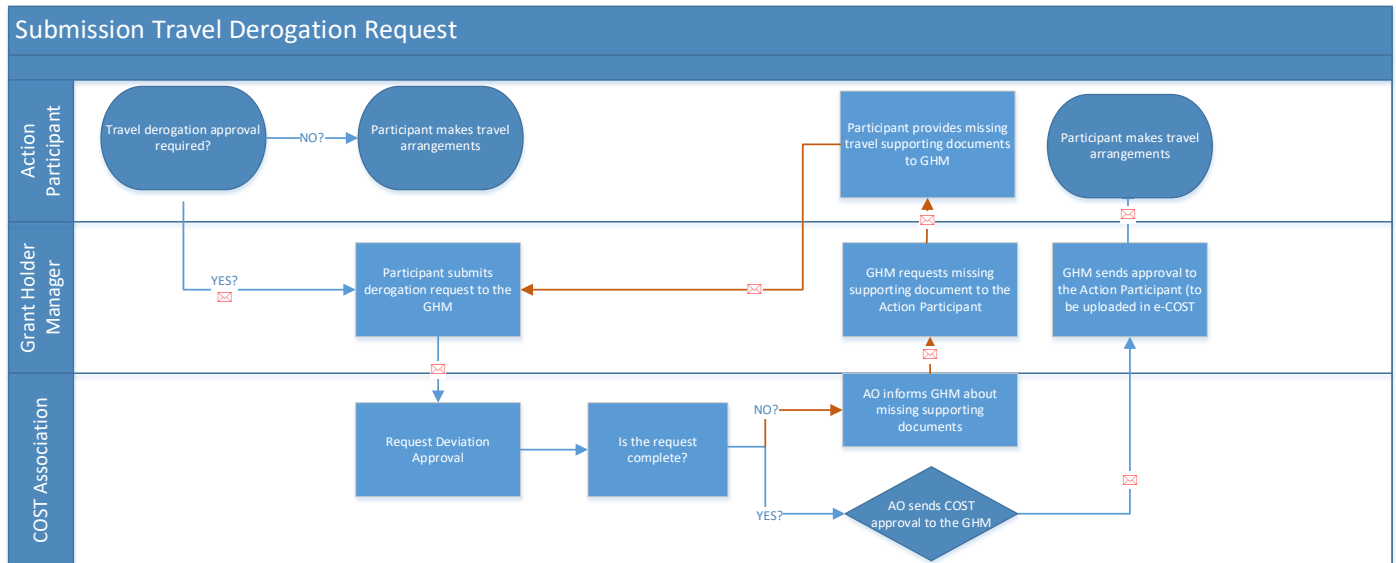
Definitions of the Annotated Rules shall apply to the present document. Further, in the present document, the following Definitions and the validity criteria shall apply

Terms	Definition	Location of terms
Comparative quote	<p>a print screen from one or <b>several</b> reputable travel search engines, showing a list (<b>minimum 2</b>) of the most economical return travel fares for travel between the travel starting country and the country where the COST meeting is being held.</p> <p>To be valid, a comparative quote shall be for:</p> <ul style="list-style-type: none"> <li>• Possible travels on dates as close as possible to the date of the meeting with a maximum 24hours connexion time;</li> <li>• <b>roundtrip</b> travels;</li> <li>• the <b>same mean of transport</b> as the one taken by the eligible participant.</li> </ul>	<p><u>Scenario 1.2: Assistance in case of disability</u></p> <p><u>Scenario 1.3: during the event: cancellation or travel changes due to medical circumstances</u></p> <p><u>Summary of Administrative requirements for derogations requests (table - Checklist)</u></p>
Evidence of the otherwise non-refundable character of expenses	<p>a document demonstrating the otherwise non-refundable character of incurred expenses.</p> <p>To be valid, such evidence shall take the form of:</p> <ul style="list-style-type: none"> <li>• When an Action participant purchased a cancellation insurance, a confirmation in writing of the non-refundable character of the amounts of the travel expenses;</li> <li>• In absence of purchase of a cancellation insurance, the cancellation policy of the transport / accommodation / short distance travel service provider confirming the non-refundable character of the amounts of the travel / accommodation / short distance travel expenses (less or equal to 100km one way).</li> <li>• In exceptional circumstances, where it appears that service providers change unilaterally their cancellation policy in a very short timeframe, a confirmation in writing of the service provider might be required.</li> </ul> <p>It shall include the specific non-refundable amounts of eligible expenses.</p>	<p><u>Scenario 1.1: before the event: cancellation due to medical circumstances</u></p> <p><u>Scenario 1.2: during the event: cancellation or travel changes due to medical circumstances</u></p> <p><u>Scenario 2.1: decease of an action participant before the start of the activity</u></p> <p><u>Scenario 2.2: decease of an immediate relative before the start of the activity</u></p> <p><u>Scenario 2.3: decease of an immediate relative during the activity</u></p> <p><u>Scenario 3.1: before the event: cancellation or travel changes due to force majeure</u></p> <p><u>Scenario 3.2: during the event: travel changes due to force majeure</u></p> <p><u>Scenario 6.1: cancelled ITC CG: before the start of the conference</u></p>

		<p><u>Summary of Administrative requirements for derogations requests (table - Checklist)</u></p>
<p>Evidence of incurrance of expenses</p>	<p>a document demonstrating that the claimant has actually incurred the expense.</p> <p>To be valid, such evidence shall take the form of:</p> <ul style="list-style-type: none"> <li>• An invoice evidencing that amount was paid;</li> <li>• The invoice should make reference to the travel booking</li> <li>• A Credit card or bank statement evidencing that the claimed expenses were incurred.</li> </ul> <p>If the plane ticket mentions specifically that it is non-refundable, the amount paid for can be reimbursed in full.</p>	<p><u>Scenario 1.1: before the event: cancellation due to medical circumstances</u></p> <p><u>Scenario 1.2: during the event: cancellation or travel changes due to medical circumstances</u></p> <p><u>Scenario 1.3: assistance in case of disability</u></p> <p><u>Scenario 2.1: decease of an action participant before the start of the activity</u></p> <p><u>Scenario 2.2: decease of an immediate relative before the start of the activity</u></p> <p><u>Scenario 2.3: decease of an immediate relative during the activity</u></p> <p><u>Scenario 3.1: before the event: cancellation or travel changes due to force majeure</u></p> <p><u>scenario 3.2: during the event: travel changes due to force majeure</u></p> <p><u>summary of administrative requirements for derogations requests (table - checklist)</u></p>
<p>Medical certificate</p>	<p>a certificate issued by a medical practitioner or national, local or regional authority competent to issue such a certificate.</p> <p>To be valid, a medical certificate shall include:</p> <ul style="list-style-type: none"> <li>• Name of the patient</li> <li>• Date of issuance;</li> <li>• Dates of applicability;</li> <li>• Possibly other mentions as required in the present document.</li> </ul>	<p><u>Scenario 1.1: before the event: cancellation due to medical circumstances</u></p> <p><u>Scenario 1.2: during the event: cancellation or travel changes due to medical circumstances</u></p> <p><u>Scenario 1.3: assistance in case of disability</u></p> <p><u>summary of administrative requirements for derogations requests (table - checklist)</u></p>

<p>Immediate relative</p>	<p>first degree relatives or any person that is dependent on the concerned person: a spouse/husband or partner of life (under legal partnership or factual partnership), a child of the Action participant or of his spouse or partner of life, the father, the mother, the father-in-law or the mother-in-law of the participant, a brother, a sister, a sister-in-law, a brother-in-law, a grandfather, a grandmother, a grandchild, a great grandfather, a great grandmother, a great grandchild, a son-in-law or a daughter-in-law living with the participant</p>	<p><u>Scenario 2.2: decease of an immediate relative before the start of the activity</u> <u>Scenario 2.3: decease of an immediate relative during the activity</u></p> <p><u>summary of administrative requirements for derogations requests (table - checklist)</u></p>
<p>Force majeure</p>	<p>An event or circumstance beyond the Action Participant's reasonable control and occurring without its fault or negligence.</p> <p>The following examples can amount to force majeure cases: strike, terrorist incident, natural disaster, prohibition from an official national authority to travel to the meeting country</p>	<p><u>Scenario 3.1: before the event: cancellation or travel changes due to force majeure</u></p> <p><u>scenario 3.2: during the event: travel changes due to force majeure</u></p> <p><u>Scenario 4.1: cancelled STSM: before the start of the STSM</u></p> <p><u>Scenario 4.2: shortened STSM: during the STSM period</u></p> <p><u>Scenario 5.1: Before the event: Cancellation of the Dissemination Conference</u></p> <p><u>Scenario 5.2: During the Event: Shortened Dissemination Conference Grant</u></p> <p><u>Scenario 6.1: cancelled ITC CG: before the start of the conference</u></p> <p><u>Scenario 6.2: shortened ITC CG: during the conference</u></p> <p><u>summary of administrative requirements for derogations requests (table - checklist)</u></p>

## 4) PROCESS FOR SUBMITTING A DEROGATION REQUEST:



- The concerned Action participant shall provide to the Grant Holder Manager all necessary documents as per the applicable either by
  - Preferred option** - Uploading the documents in their Travel Reimbursement Request (TRR) in e-COST (in which case the Action Participant shall provide to the Grant Holder Manager the specific URL in e-COST) with justification in appropriate box
  - E-mail including all supporting documents as attachments.
- The Grant Holder Manager shall submit requests for derogation approvals by e-mail to the Administrative Officer in charge of the respective COST Action. The derogation request shall be accompanied by the appropriate supporting documents.

**Subject of email:** Please use the following email template when submitting approval requests to the Administrative Officer

Subject line: [Start + end Date of Activity] - [COST Action Number] – [type of COST Activity and Venue Location of the event as Named on e-COST] - [Name of Eligible Participant] - [Derogation Scenario Number] - [Specify Request].

Example of how an email subject line will look in practice\*

Subject line: 14 -15 March - CAxxxxx - WG Meeting Florence – Prof. X - Scenario XX - Request for XX

**Content of email:** The email request for approval shall contain the following:

- A clear and concise explanation of the situation that has given rise to the derogation request
- Shall indicate their recommendation and the basis for it
- The appropriate supporting documents (meaning all documentation that serve as a basis for validating the derogation request - including the email thread containing the derogation request made by the Grant Holder Manager / Action Participant) either:
  - as a reference to document encoded in e-COST by the Action participant – reference to specific URL in e-COST suffices;
  - or**
  - as annexes to the email in the form clearly labelled attachments preferably in PDF format.

Once approved, the initial derogation request and COST approval shall be filed and uploaded in e-COST together with the relevant supporting documents.

## 5) TRAVEL DEROGATION SCENARIOS AND APPROVAL REQUIREMENT

Administrative requirements supporting each derogation scenario are described under each of the hereunder mentioned cases. A **summary table** is annexed at the end of the document.

### Case 1: Derogations requests related to medical circumstances

#### Scenario 1.1: Before the event: cancellation due to medical circumstances

The eligible participant requests a derogation to obtain that incurred travel expenses are reimbursed while cancelling his/her participation in an approved activity because of:

- a) **Medical circumstances that he/she encounters**
- b) **Medical circumstances affecting one of his/her relative on the condition that the presence of the participant near the concerned person is required due to this medical circumstance.**

Once the derogation request approved, the eligible Action participant shall be entitled to be reimbursed for the **otherwise non-refundable amounts of the eligible expenses** against face-value, with a ceiling for accommodation, meals and short distance travel expenses (less or equal to 100km one way) incurred, and set at the Daily Allowance amount per day agreed by the MC for the given activity. The sum of the incurred long-distance travel expenses is reimbursed up to a maximum of EUR 1500 for the roundtrip.

#### Administrative requirements / Documents to be provided

- **Medical certificate** meeting the requirements stated in the Definition table certifying that
  - either participant cannot attend the meeting due to medical circumstances; or
  - certifying that the presence of the participant near a (ill or injured) relative is required.
- Invoices / receipts stating the paid amounts for long distance travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- Complete travel itinerary of the purchased travel tickets.
- **Evidence of the non-refundable character of the amounts** meeting the requirements stated in the Definition table for the travel / accommodation / short distance travel transport expenses.
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / short distance travel expenses (less or equal to 100km one way).

#### Please note:

- In case of in case of COVID-19, an official PCR test result clearly showing the name of the participant, date of the test, status (positive/negative) is considered as a valid medical proof. Self-tests, pictures of tests, etc are not valid proofs.

#### Scenario 1.2: During the event: cancellation or travel changes due to medical circumstances

The eligible participant requests a derogation in order to obtain that incurred travel expenses are reimbursed while shortening his/her participation in an approved activity because of:

- a) **Medical circumstances that he/she encounters**
- b) **Medical circumstances suffered affecting one of his/her relative on the condition that the presence of the participant near the concerned person is required due to this medical circumstance.**



Once the derogation request approved, the eligible action participant shall be entitled to be reimbursed for the otherwise non-refundable amounts of the following expenses:

- otherwise non-refundable amount of initial tickets
- rebooking fees or new air/train tickets
- other expenses incurred due to the change of travel dates

Otherwise non-refundable expenses are reimbursed against face-value with a ceiling for accommodation, meals and short distance travel expenses (less or equal to 100km one way) incurred and set at Daily Allowance amount per day agreed by the MC for the given activity. The sum of the incurred long-distance travel expenses is reimbursed up to a maximum of EUR 1500 for the roundtrip.

### **Administrative requirements / Documents to be provided**

- **Medical certificate** meeting the requirements stated in the Definition table certifying that
  - either participant cannot attend the meeting due to medical circumstances; or
  - certifying that the presence of the participant near a (ill or injured) relative is required.
- Copy of both the participant's original and amended travel tickets including the complete itinerary and the associated invoice(s) must be provided.
- The invoices / receipts for travel / accommodation / short distance travel expenses (less or equal to 100km one way) including the amount paid;
- **Evidence of the non-refundable character of the amounts** meeting the requirements stated in the Definition for the travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition table for travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- If rebooking fees are cheaper, a comparative quote must be provided showing that this option is indeed cheaper than buying a new ticket

#### **Please note:**

- If rebooking fees are cheaper, a comparative quote must be provided showing that this option is indeed cheaper than buying a new ticket. The comparative quote shall match the starting and returning point as the initial ticket.
- In case of in case of COVID-19, an official PCR test result clearly showing the name of the participant, date of the test, status (positive/negative) is considered as a valid medical proof. Self-tests, pictures of tests, etc are not valid proofs.
- The COST Association or the Action Grant Holder Institution will not bear the costs related to hospitalisation and / or quarantine

### **Scenario 1.3: Assistance in case of disability**

The eligible participant suffering of a temporary or permanent disability requests a derogation in order to obtain that incurred travel expenses of a personal assistant whose presence is required by the side of the Action participant due to his/her disability are reimbursed.

Once the derogation request approved, the accompanying person shall be entitled to be reimbursed for eligible expenses against face-value, with a ceiling for accommodation, meals and short distance travel expenses (less or equal to 100km one way) incurred and set at the Daily Allowance amount per day agreed by the MC for the given activity. The sum of the incurred long-distance travel expenses is reimbursed up to a maximum of EUR 1500 for the roundtrip.

### **Administrative requirements / Documents to be provided**

#### **1) Action Participant:**

- **Medical certificate** meeting the requirements stated in the Definition table certifying the need for assistance of the Action Participant.

- The Action Participant must indicate in the OTRR the name of the accompanying person in the justification box.

**Please note:**

- The travel reimbursement rules remain unchanged for the Action Participant and must be applied as usual.
- In case of in case of COVID-19, an official PCR test result clearly showing the name of the participant, date of the test, status (positive/negative) is considered as a valid medical proof. Self-tests, pictures of tests, etc are not valid proofs.

**2) Accompanying Person**

- Copy of the **medical certificate** of the Action Participant he/she is assisting as mentioned above.
- The invoices / receipts for travel.
- Complete travel itinerary concerning the purchased travel tickets.
- Accommodation invoice including the type of room and the name of the personal assistant.
- In case the eligible participant is sharing the hotel room and in order to avoid double funding (via the Daily Allowance), then a written statement from the hotel confirming the supplement of the hotel rate if any must be provided or a **comparative quote** showing the difference rate between a single room and double room. The accompanying person shall be reimbursed only the difference between the two amounts.
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition table for travel / accommodation / short distance travel expenses (less or equal to 100km one way) and meals.

## Case 2: Derogations requests related to decease

### **Scenario 2.1: Before the event: Decease of an Action participant**

The successor or a person who has been granted Power of Attorney (PoA) to act on behalf of the late claimant, requests a derogation in order to obtain that incurred travel expenses of a deceased Action participant be reimbursed

Once the derogation request approved, the successor or a person who has been granted Power of Attorney (PoA) shall be entitled to the reimbursement of the **otherwise non-refundable amounts of the eligible expenses** against face-value with a ceiling for accommodation and short distance travel expenses (less or equal to 100km one way) set at the Daily Allowance amount per day agreed by the MC for the given activity (within the limits set in the Annotated Rules and / or per the Action MC). The sum of the incurred long-distance travel expenses is reimbursed up to a maximum of EUR 1500 for the roundtrip.

#### **Administrative requirements**

- Certificate of death issued by a medical practitioner / national, regional, or local authority competent to issue such a certificate.
- The invoices / receipts for travel / accommodation / short distance travel expenses (less or equal to 100km one way) including the amount paid.
- Complete travel itinerary of the purchased travel tickets.
- **Evidence of the non-refundable character of the amounts** meeting the requirements stated in the Definition table for the travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- Power of Attorney for the person acting on behalf of the deceased (if applicable).

### **Scenario 2.2: Before the event: Decease of an immediate relative**

The eligible participant requests a derogation in order to obtain that incurred travel expenses are reimbursed while cancelling his/her participation in an approved activity because of the decease of an **immediate relative** of a participant.

The Action participant shall clearly explain the reason for the derogation on the OTRR justification section in e-COST.

Once the derogation request approved, the eligible Action participant shall be entitled to be reimbursed for the otherwise non-refundable amounts of the eligible expenses against face-value, with a ceiling for accommodation and short distance travel expenses (less or equal to 100km one way) set at the Daily Allowance amount per day agreed by the MC for the given activity. The sum of the incurred long-distance travel expenses is reimbursed up to a maximum of EUR 1500 for the roundtrip.

#### **Administrative requirements / Documents to be provided**

- Certificate of death issued by a medical practitioner / national, regional, or local authority competent to issue such a certificate.
- Evidence of the fact that the deceased was an immediate relative.
- The invoices / receipts for travel/ accommodation / short distance travel expenses (less or equal to 100km one way) including the amount paid.
- Complete travel itinerary of the purchased travel tickets.
- **Evidence of the non-refundable character of the amounts** meeting the requirements stated in the Definition for the travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / short distance travel expenses (less or equal to 100km one way).

#### **Scenario 2.3: During the event: Decease of an immediate relative**

The eligible participant requests a derogation in order to obtain that incurred travel expenses are reimbursed while shortening his/her participation in an approved activity because of the decease of **an immediate relative** of a participant requiring his/her presence.

Once the derogation request approved, the eligible action participant shall be entitled to be reimbursed for the otherwise non-refundable amounts of the following expenses:

- otherwise non-refundable amount of initial travel.
- rebooking fees or new air/train tickets.
- other expenses incurred due to the change of travel dates.

Otherwise non-refundable expenses are reimbursed against face-value with a ceiling for accommodation, meals and short distance travel expenses (less or equal to 100km one way) set at Daily Allowance amount per day agreed by the MC for the given activity. The sum of the incurred long-distance travel expenses is reimbursed up to a maximum of EUR 1500 for the roundtrip.

#### **Administrative requirements / Documents to be provided**

- Certificate of death issued by a medical practitioner / national, regional, or local authority competent to issue such a certificate.
- Copy of both the participant's original and amended travel tickets including the complete itinerary and the associated invoice (s) must be provided.
- The invoices / receipts for travel / accommodation / short distance travel expenses (less or equal to 100km one way) including the amount paid.
- **Evidence of the non-refundable character of the amounts** meeting the requirements stated in the Definition for the travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- If rebooking fees are cheaper, a comparative quote must be provided showing that this option is indeed cheaper than buying a new ticket

#### **Please note:**

- If the rebooking fees are cheaper than buying a new travel ticket, this option shall be chosen. Rebooking fees in such a case may be considered as eligible and be reimbursed
- In case of in case of COVID-19, an official PCR test result clearly showing the name of the participant, date of the test, status (positive/negative) is considered as a valid medical proof. Self-tests, pictures of tests, etc are not valid proofs.

## **Case 3: Derogation requests caused by Force Majeure**

### **Scenario 3.1: Before the event: cancellation or travel changes due to Force Majeure**

The eligible participant requests a derogation in order to obtain that incurred travel expenses are reimbursed whilst prevented to travel to attend the approved COST activity due to a situation that amounts to a case of Force Majeure.

Once the derogation request approved, the eligible Action participant shall be entitled to be reimbursed for the otherwise non-refundable amounts of the eligible expenses against face-value with a ceiling for accommodation and short distance travel expenses (less or equal to 100km one way) set at the Daily Allowance amount per day agreed by the MC for the given activity. The sum of the incurred long-distance travel expenses is reimbursed up to a maximum of EUR 1500 for the roundtrip.

#### **Administrative requirements / Documents to be provided**

- The invoices / receipts of the travel / accommodation / short distance travel expenses (less or equal to 100km one way) including the amount paid.
- Complete travel itinerary of the purchased travel tickets.
- **Evidence of the non-refundable character of the amounts** meeting the requirements stated in the Definition for the travel / accommodation short distance travel expenses (less or equal to 100km one way).
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- Any supporting document evidencing the Force Majeure.

#### **Please note:**

- A recommendation to not travel to the meeting country cannot be considered as a valid justification, therefore the travel derogation request will be denied.
- In case of in case of COVID-19, an official PCR test result clearly showing the name of the participant, date of the test, status (positive/negative) is considered as a valid medical proof. Self-tests, pictures of tests, etc are not valid proofs.

### **Scenario 3.2: During the event: travel changes due to Force Majeure**

The eligible participant requests a derogation in order to obtain that incurred travel expenses are reimbursed while being under constraint to shorten his/her participation in an approved activity due to a situation that amounts to a case of **Force Majeure**.

Once the derogation request approved, the eligible Action participant shall be entitled to be reimbursed for the otherwise non-refundable amounts of the eligible expenses against face-value with a ceiling for accommodation and short distance travel expenses (less or equal to 100km one way) set at the Daily Allowance amount per day agreed by the MC for the given activity. The sum of the incurred long-distance travel expenses is reimbursed up to a maximum of EUR 1500 for the roundtrip.

#### **Administrative requirements / Documents to be provided**

- Copy of both the participant's original and amended travel itinerary and the associated invoice (s).

- **Evidence of the non-refundable character of the amounts** meeting the requirements stated in the Definition for the travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- Any supporting document evidencing the force majeure.

**Please note:**

- **Force majeure** are mostly exceptional circumstances, where service providers might change unilaterally their cancellation policy in a very short timeframe. Therefore, in case of force majeure, the COST Association reserves the right to request from the Action Participant a confirmation in writing of the service provider that part or all the expenses made are not refundable.
- In case of in case of COVID-19, an official PCR test result clearly showing the name of the participant, date of the test, status (positive/negative) is considered as a valid medical proof. Self-tests, pictures of tests, etc are not valid proofs.

## **Case 4: Short Term Scientific Mission (STSM)**

### **Scenario 4.1: Before the event: Cancellation of the STSM**

The eligible STSM Applicant cancelled his/her STSM due to medical circumstances / decease / Force Majeure or closure of the Host Institution.

#### **Administrative requirements / Documents to be provided**

- In case of medical circumstances: The STSM Applicant shall provide the relevant supporting document as described under the scenario related to medical circumstances ([Case 1 – Scenario 1.1](#)).
- In case of decease please refers to ([Case 2](#)).
- In case of Force Majeure: The STSM Applicant shall provide the relevant supporting document as described under the Force Majeure ([Case 3 – Scenario 1.1](#)).
- In case of closure of the Host Institution, the STSM Applicant shall provide an official communication / letter from the Host Institution confirming the closure of the Institution and the period concerned by **as well as** the relevant supporting documents as described under the Force Majeure ([Case 3 – Scenario 3.1](#)).

**Please note:**

- The sum of the non-refundable amounts for travel and accommodation incurred by the participant due to the cancellation of the STSM can never exceed the grant amount allocated to the STSM grantee, as agreed by the MC for the given activity.

### **Scenario 4.2: During the event: Shortened STSM**

The eligible STSM Applicant needs to shorten the duration of his/her STSM due to illness /decease / Force Majeure or closure of the Host Institution

#### **Administrative requirements / Documents to be provided**

- In case of medical circumstances: The eligible STSM Applicant shall provide the relevant supporting document as described under the scenario related to medical circumstances ([Case 1 – Scenario 1.1](#)).

- In case of decease please refers to ([Case 2](#))
- In case of Force Majeure: The STSM Applicant shall provide the relevant supporting document as described under the Force Majeure ([Case 3 – Scenario 3.1](#))
- In case of closure of the Host Institution: the STSM Applicant shall provide an official communication / letter from the Host Institution confirming the closure of the Institution and the period concerned by **as well as** the relevant supporting documents as described under the Force Majeure ([Case 3 – Scenario 3.1](#))
- The grant amount allocated shall be calculated based on the pro rata of the attended days.
- The grant amount shall consider the expenses incurred by the STSM Applicant due to the change of his/her return travel.

**Please note:**

- The STSM applicant shall submit the scientific report covering the period worked in the Host Institution. The report must be approved by the Host Institution and the Grant Awarding Coordinator.

**Scenario 4.3: During the event: COST Action Meeting attendance**

The eligible STSM Applicant is invited to attend a COST Action Meeting while he is performing a STSM.

**Please note:**

- The eligible participant is entitled to claim the long-distance travel only using the Reimbursement Form related to the meeting.
- In any case, the participant cannot claim the Daily Allowance for attending the meeting.
- The amount included in the STSM granted shall cover accommodation, meals, and short distance travel expenses (less or equal to 100km one way) incurred for attending the Action meeting.

**Administrative requirements / Documents to be provided**

- In case the STSM Applicant attends an event organised by one COST Action while performing a STSM related to another COST Action, the STSM applicant shall provide a statement from the Host Institution or Action Chair of the Action confirming the STSM mission and including the Action Number and the dates of the STSM (from/until).

## **Case 5: Dissemination Conference Grant**

**Scenario 5.1: Before the event: Cancellation of the Dissemination Conference:**

The eligible Dissemination Conference Grant Participant cancelled his/her participation at the Conference due to medical circumstances / decease / Force Majeure / cancellation of the Conference by the Organiser

**Administrative requirements / Documents to be provided**

- In case of medical circumstances: The eligible Dissemination Conference Grant participant shall provide the relevant supporting document as described under the scenario related to medical circumstances ([Case 1 – Scenario 1.1](#))
- In case of decease please refer to ([Case 2](#))
- In case of Force Majeure: The eligible Conference Grant participant shall provide the relevant supporting document as described under the Force Majeure ([Case 3 – Scenario 3.1](#))
- In case of cancellation of the Conference by the Organiser

- The invoices / receipts for travel/ accommodation / short distance travel expenses (less or equal to 100km one way) including the amount paid;
- Conference fees' invoice.
- Statement of cancellation of Conference by the Organiser.
- **Evidence of the non-refundable character of the amounts** meeting the requirements stated in the Definition for the travel / accommodation / short distance travel expenses (less or equal to 100km one way).
- **Evidence of the non-refundable character** of the conference fees if applicable (statement from the conference organiser stating the non-refundable amount in writing).

**Please note:**

- The sum of the non-refundable amounts for travel and accommodation incurred by the participant due to the cancellation of his/her participation can never exceed the grant amount allocated to the Action Participant, as agreed by the MC for the given activity.

## **Scenario 5.2: During the event: Shortened Dissemination Conference Grant**

The eligible Dissemination Conference Grant Participant cancelled his/her participation at the Conference due to medical circumstances / decease / Force Majeure.

### **Administrative requirements / Documents to be provided**

- In case of medical circumstances: The eligible Dissemination Conference Grant participant shall provide the relevant supporting document as described under the scenario related to medical circumstances ([Case 1 – Scenario 1.1](#))
- In case of decease please refer to ([Case 2](#))
- In case of Force Majeure: The eligible Dissemination Conference Grant participant shall provide the relevant supporting document as described under the Force Majeure ([Case 3 – Scenario 3.1](#))
- The conference fee invoice shall be provided as well as statement from the conference organiser confirming the non-refundable amount in writing.
- Certificate of attendance or a conference report covering the attended days and approved by the Grant Awarding coordinator must be submitted.
- The grant amount allocated shall be calculated based on the pro rata of the attended days.
- The grant amount allocated shall consider the expenses incurred by the Dissemination Conference Grant Applicant due to the change of his/her return travel.

## **Case 6: ITC Conference Grant (ITC CG)**

### **Scenario 6.1: Before the event: Cancellation of the ITC CG:**

The eligible ITC CG Participant cancelled his/her participation at the Conference due to medical circumstances / decease / Force Majeure / cancellation of the Conference by the Organiser

### **Administrative requirements / Documents to be provided**

- In case of medical circumstances: The eligible ITC CG participant shall provide the relevant supporting document as described under the scenario related to medical circumstances ([Case 1 – Scenario 1.1](#))
- In case of decease please refer to ([Case 2](#))
- In case of Force Majeure: The eligible ITC CG participant shall provide the relevant supporting document as described under the Force Majeure ([Case 3 – Scenario 3.1](#))

- In case of cancellation of the Conference by the Organiser
  - The invoices / receipts for travel/ accommodation / short distance travel expenses (less or equal to 100km one way) including the amount paid;
  - Conference fees' invoice.
  - Statement of cancellation of Conference by the Organiser.
  - **Evidence of the non-refundable character of the amounts** meeting the requirements stated in the Definition for the travel / accommodation / short distance travel expenses (less or equal to 100km one way).
  - **Evidence of the non-refundable character** of the conference fees if applicable (statement from the conference organiser stating the non-refundable amount in writing).

**Please note:**

- The sum of the non-refundable amounts for travel and accommodation incurred by the participant due to the cancellation of his/her participation can never exceed the grant amount allocated to the Action Participant, as agreed by the MC for the given activity.

## **Scenario 6.2: During the event: Shortened ITC CG**

The eligible ITC CG Participant cancelled his/her participation at the Conference due to medical circumstances / decease / Force Majeure.

### **Administrative requirements / Documents to be provided**

- In case of medical circumstances: The eligible ITC CG participant shall provide the relevant supporting document as described under the scenario related to medical circumstances ([Case 1 – Scenario 1.1](#))
- In case of decease: please refer to ([Case 2](#))
- In case of Force Majeure: The eligible ITC CG participant shall provide the relevant supporting document as described under the Force Majeure ([Case 3 – Scenario 3.1](#))
  
- The conference fee invoice shall be provided as well as statement from the conference organiser confirming the non-refundable amount in writing.
- Certificate of attendance or a conference report covering the attended days and approved by the Grant Awarding coordinator must be submitted.
- The grant amount allocated shall be calculated based on the pro rata of the attended days.
- The grant amount allocated shall consider the expenses incurred by the ITC CG Applicant due to the change of his/her return travel.



## 7) SUMMARY OF ADMINISTRATIVE REQUIREMENTS FOR DEROGATIONS REQUESTS (TABLE - CHECKLIST)

Documents to provide	Invoice / travel tickets	Complete travel itinerary	Booking class	Comparative quote	Medical certificate	Evidence of the non-refundable character of expenses	Evidence of incurrance of expenses	Other document
<b>Derogation cases</b>								
<b>1. Derogations requests related to medical circumstances of the participant or a relative</b>								
Before the event	✓ Travel tickets + accommodation invoice	✓	✓	NA	✓ Certifying that participant cannot attend the meeting due to medical circumstances or certifying that the presence of the participant near a (ill or injured) relative is required & Mentioning dates of medical circumstances being applicable	✓	NA	NA
During the event	✓	✓	✓	NA	✓ Idem	NA	NA	NA

<b>Documents to provide</b>	<b>Invoice / travel tickets</b>	<b>Complete travel itinerary</b>	<b>Booking class</b>	<b>Comparative quote</b>	<b>Medical certificate</b>	<b>Evidence of the non-refundable character of expenses</b>	<b>Evidence of incurrence of expenses</b>	<b>Other document</b>
<b>Derogation cases</b>	Of original and amended travel tickets							
Assistance in case of disability	✓ Of the assisting person for travel, accommodation <sup>1</sup> & meals	✓	✓	NA	✓ Of the Participant certifying the need for assistance (and its duration of validity in case temporary)	NA	✓	NA
<b>2. Derogations request related to the decease of the participant or an immediate relative<sup>2</sup></b>								
Decease of a participant before meeting (after meeting, OTRR process shall be conducted normally)	✓	✓	✓	NA	✓ Certifying the decease	✓	✓	✓ Power of Attorney for the person acting on behalf of the deceased
Decease of an immediate relative of a participant	✓ (if decease occurred during the meeting, shall also include	✓	✓	NA	✓ Certifying the decease	NA	NA	✓ Evidence of the fact that the deceased was an

<sup>1</sup> In order to avoid double funding of accommodation via the daily allowance of the Action Participant and reimbursement for accommodation of the accompanying person, in case the eligible participant is sharing the accommodation with the accompanying person, then a written statement from the hotel confirming the supplement of the hotel rate if any or a comparative quote showing the difference rate between a single room and double room must be provided.

<sup>2</sup> Immediate relatives are for the purpose of this derogation case: a spouse or partner of life (under legal partnership or factual partnership), a child of the Action participant or of his spouse or partner of life, the father, the mother, the father-in-law or the mother-in-law of the participant, a brother, a sister, a sister-in-law, a brother-in-law, a grandfather, a grandmother, a grandchild, a great grandfather, a great grandmother, a great grandchild, a son-in-law or a daughter-in-law living with the participant.

<b>Documents to provide</b>	<b>Invoice / travel tickets</b>	<b>Complete travel itinerary</b>	<b>Booking class</b>	<b>Comparative quote</b>	<b>Medical certificate</b>	<b>Evidence of the non-refundable character of expenses</b>	<b>Evidence of incurrence of expenses</b>	<b>Other document</b>
<b>Derogation cases</b>	the invoice / travel tickets of original and amended travel tickets)							immediate relative
<b>3. Derogation requests caused by Force Majeure</b>								
Before the event : cancellation or travel changes due to Force Majeure	✓	✓	✓	NA	NA	✓	✓	Any supporting document evidencing the force majeure
During the event: travel changes due to Force Majeure	✓ Of original and amended travel tickets	✓	✓	NA	NA	✓	✓	Any supporting document evidencing the force majeure