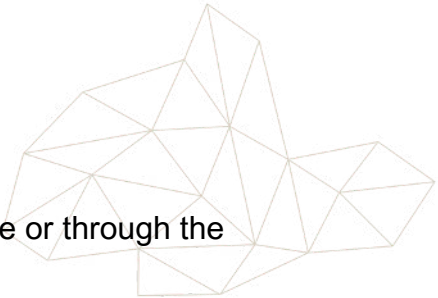


# CLAIM SUBMISSION

Your online travel reimbursement form will be available in your e-COST profile or through the e-mail invitation link.



## 01. Select the dates and times you left and arrived home

When did you leave home? \*

When did you arrive back home? \*

## 03. Select the Daily Allowance choice

Tip: A Local participant resides on the same city as the event venue

Do you wish to claim the **calculated daily allowance**?

☒ Yes ☐ No

Are you a **local participant** or do you wish to claim 50% of the Daily Allowance?

☐ Yes ☒ No

Do you wish to claim a **lower total daily allowance**?

☐ Yes ☒ No

## 05. Upload or enter additional information

Supporting documents

If you have other documents to support your claim which don't fit into the above categories, please **upload here**:

Tip: You can upload up to 10MB each file. Supported file types are: pdf, png, jpg, jpeg, gif

Add supporting document

Additional information

Enter any additional information that could support your claim:

## 07. Sign the document

Sign document

Upload my signature

## 02. Confirm which days of the event you attended

What dates did you attend face to face (on-site)?

Click only on the dates you attended face to face (on-site):

☐ Not attended

☐ Not attended

## 04. Upload your long distance travel tickets

Travel expenses

Add any **long-distance** travel expenses (being more than 100km one way) related to the event

Add long distance travel expense ▾

Bus

Train

Ferry

Plane

Car

Add visa application fee

## 06. Enter your bank account and click the declaration box

Beneficiary Details

Type \*

Choose an account type

Account Holder

Name \*

Full account holder name as displayed in bank statements

Street \*

Bank Details

Bank address country \*

Choose a country

☐ By submitting this claim, I declare that the above expenses are not being reimbursed from any other source.

Save draft

Claim your expenses