

# Travel Reimbursement Rules

## Daily Allowance

Sept/2019



## **RULES FOR SUBMITTING TRAVEL REIMBURSEMENT REQUESTS AND CLAIMING EXPENSES FOR CROSS CUTTING ACTIVITIES**

### **IN ORDER TO RECEIVE THE PAYMENT, THE PARTICIPANT MUST:**

- Select the most economical means of transportation; make their transportation arrangements as early as possible upon receipt of the official invitation to the meeting.
- Register their bank details prior to the meeting in e-COST: <https://e-services.cost.eu>.
- Submit online via the invitation link, a Travel Reimbursement Request (TRR) within 30 calendar days after the end date of meeting (together with the supporting documents) and declare that he/she will not receive any similar reimbursement or allowance from a third party.
- Sign the attendance list on each day that they attend the meeting.
- Supporting documentation must be kept and archived by each claimant:
  - for Action activities managed under the Grant System, until the end date of the audit timeframe as indicated on the Grant Agreement signed between the COST Association and the Grant Holder.
  - for expenses reimbursed directly by the COST Association, up to three (3) years after the end date of the meeting.

### **ELIGIBLE EXPENSES**

#### **Daily Allowance (accommodation, meals and local transport expenses)**

The daily allowance is based on flat rates and covers accommodation expenses, meals and local transport expenses (taxi, parking, public transport <100km)

The daily allowance is calculated based on the actual attended meeting days and the dates and times of travel, permitting participants to receive daily allowance one day before and one day after the event.

The rate is based on the country where the meeting is held (daily allowance rates per country are provided on the table hereunder)

#### **Airplane, Train, Bus, Car and Ferry (>100km)**

Travel expenses for travel distance above 100km are reimbursed based on travel tickets.

- Air travel: Only economy class tickets are eligible for reimbursement. Air tickets exceeding EUR 1 200 require prior approval from the COST Association; seat reservations and transport of luggage costs are eligible.
- Travel from/to countries other than the host country and your country of primary affiliation (as registered in e- COST), must be explained in the justification box and a comparative quote of a round trip ticket must be submitted with the claim. Whichever is cheaper option will be reimbursed to the participant.
- For Train or Bus, business, first class and economy class tickets are eligible for reimbursement; and supplements for fast trains and sleepers are eligible expenses.
- Car travel is limited to a maximum distance of 2 000 km and is reimbursed at EUR 0.35 per km. Proof of distance which shows the travelled route must be submitted along with the TRR by means of a print-out (e.g. Google Maps)
- In order to be reimbursed, participants must submit as a supporting document the original ticket (and the related invoice if the price is not indicated on the ticket) mentioning the name of the passenger, the price, dates of travel, departure and arrival times and the booking class.

### Other eligible expenses

- Short term visa fees relevant to attending a meeting are eligible against receipt/ official stamp.

### NON-ELIGIBLE EXPENSES

Registration, honorarium or lecture fees; transportation expenses to obtain the visa; health related expenses, life or medical insurance and luggage insurance; overnight stay during a trip by car, fuel costs, tolls and car rental costs; Wi-Fi, telephone, internet and minibar consumption; printing costs, postage; regional or national taxation fees, stamp duty expenses.

### DAILY ALLOWANCE

**Daily allowance per day will be based on travel start/ travel end, dates and times:**

Travel start date:	
- travel starts before 11:59	Full allowance
- travel starts between 12:00 and 18:59	90% of Daily Allowance
- travel starts after 19:00	80% of Daily Allowance

Travel end date:	
- travel end before 11:59	20% of Daily Allowance
- travel ends between 12:00 and 18:59	30% of Daily Allowance
- travel ends after 19:00	40% of Daily Allowance

**Daily allowance per day will be based on the number of meals provided by the meeting local organiser:**

Meals provided by the local organiser
for each meal provided by the LO, the daily allowance is reduced by 10% of the below daily allowance per day table

**Daily Allowance per day, based on the country of meeting place:**

Country	Daily allowance per day
United Kingdom	200
Norway	193
Belgium	191
Germany	191
Ireland	190
Netherlands	190
Denmark	188
Switzerland	188
Iceland	186
Finland	186
Luxembourg	184
Cyprus	183
Italy	180
Austria	178
Sweden	178
France	175
Israel	175
Portugal	175
Bosnia and Herzegovina	175
Poland	174
Greece	173
Malta	173
Estonia	172
Spain	172
Latvia	171
Bulgaria	171
Czech Republic	171
Hungary	171
Serbia	171
the Republic of North Macedonia	171
Turkey	171
Slovakia	169
Romania	167
Slovenia	167
Croatia	162
Lithuania	162
Montenegro	162
Albania	160
Moldova	160
Any other country	200