

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 **Vademecum**, 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 **Vademecum** shall be enforced.
2. Action participants shall be aware that, except where stated otherwise, COST Association 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** when making their travel arrangements (both eligible expenses);
 - 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 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 (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 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

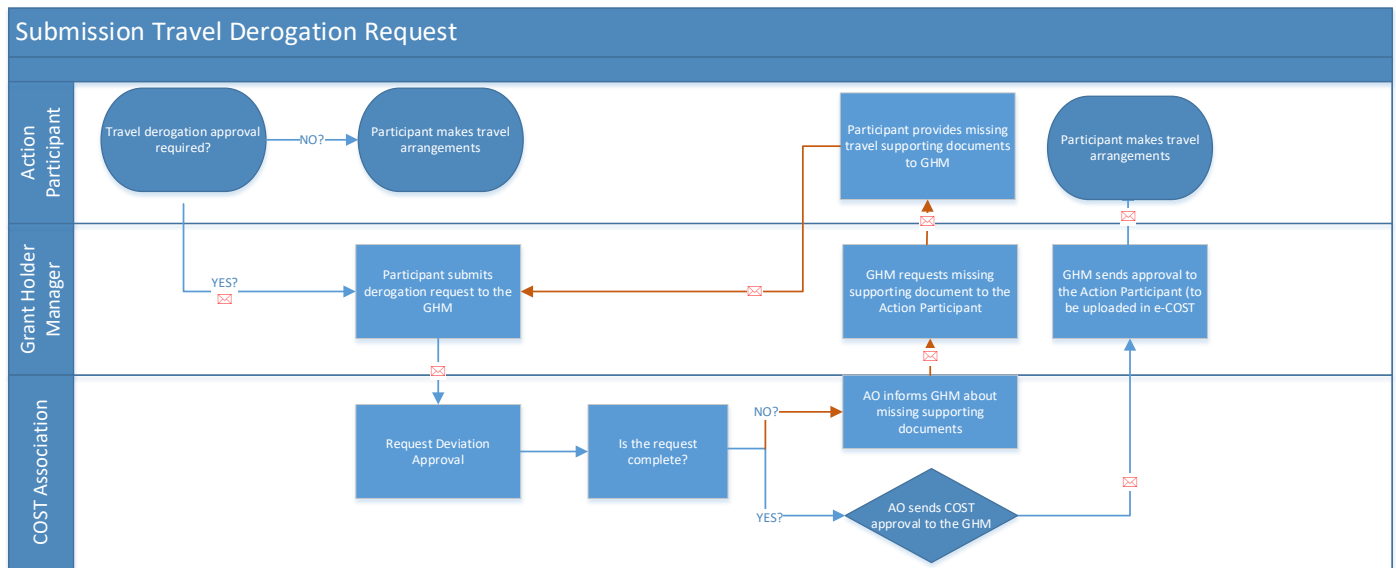
Definitions of the Vademecum shall apply to the present document. Further, in the present document, the following Definitions and the validity criteria shall apply

Terms	Definition	Location of terms
Comparative quote	<p>a print screen from one or several reputable travel search engine, showing a list (minimum 2) of the most economical return travel fares for travel between the country of primary affiliation 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"> • Possible travels on dates as close as possible to the date of the meeting with a maximum 24hours connexion time; • roundtrip travels; • the same mean of transport as the one taken by the eligible participant. 	<p><u>Scenario 1.1: Travelling from / to a country other than the participant's primary affiliation country</u></p> <p><u>Case 2: Airfare exceeding 1200 € in economy class</u></p> <p><u>Scenario 3.2: When a return business class airfare is cheaper than the remaining available economy class tickets options.</u></p> <p><u>Scenario 4.3: Assistance in case of disability</u></p> <p><u>Summary of Administrative requirements for derogations requests (table - Checklist)</u></p>
Stopover	<p>a break in the travel journey of at least 24 hours in any given city</p>	<p><u>Scenario 1.3: Stopovers</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 an evidence shall take the form of:</p> <ul style="list-style-type: none"> • When an Action participant purchased a travel insurance, a confirmation in writing of the non-refundable character of the amounts of the travel expenses; • In absence of purchase of a travel insurance, the cancellation policy of the transport / accommodation / local transport service provider confirming the non-refundable character of the amounts of the travel / accommodation / local transport expenses. • 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. <p>It shall include the specific non-refundable amounts of eligible expenses.</p>	<p><u>Scenario 4.1: before the event: cancellation due to medical circumstances</u></p> <p><u>Scenario 4.2: during the event: cancellation or travel changes due to medical circumstances</u></p> <p><u>Scenario 5.1: decease of an action participant before the start of the activity</u></p> <p><u>Scenario 5.2: decease of an immediate relative before the start of the activity</u></p> <p><u>Scenario 5.3: decease of an immediate relative during the activity</u></p> <p><u>Scenario 6.1: before the event: cancellation or travel changes due to force majeure</u></p>

		<p><u>Scenario 6.2: during the event: travel changes due to force majeure</u></p> <p><u>Scenario 8.1: 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 an evidence shall take the form of:</p> <ul style="list-style-type: none"> • An invoice evidencing that amount was paid; • The invoice should make reference to the travel booking • A Credit card or bank statement evidencing that the claimed expenses were incurred. 	<p><u>Scenario 4.1: before the event: cancellation due to medical circumstances</u></p> <p><u>Scenario 4.2: during the event: cancellation or travel changes due to medical circumstances</u></p> <p><u>Scenario 4.3: assistance in case of disability</u></p> <p><u>Scenario 5.1: decease of an action participant before the start of the activity</u></p> <p><u>Scenario 5.2: decease of an immediate relative before the start of the activity</u></p> <p><u>Scenario 5.3: decease of an immediate relative during the activity</u></p> <p><u>Scenario 6.1: before the event: cancellation or travel changes due to force majeure</u></p> <p><u>scenario 6.2: 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"> • Date of issuance; • Dates of applicability; • Possibly other mentions as required in the present document. 	<p><u>Scenario 3.1: Deviation in the booking class – business class airfare</u></p> <p><u>Scenario 4.1: before the event: cancellation due to medical circumstances</u></p>

		<p><u>Scenario 4.2: during the event: cancellation or travel changes due to medical circumstances</u></p> <p><u>Scenario 4.3: assistance in case of disability</u></p> <p><u>summary of administrative requirements for derogations requests (table - checklist)</u></p>
Immediate relative	<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 5.2: decease of an immediate relative before the start of the activity</u></p> <p><u>Scenario 5.3: decease of an immediate relative during the activity</u></p> <p><u>summary of administrative requirements for derogations requests (table - checklist)</u></p>
Force majeure	<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 6.1: before the event: cancellation or travel changes due to force majeure</u></p> <p><u>scenario 6.2: during the event: travel changes due to force majeure</u></p> <p><u>Scenario 7.1: cancelled STSM: before the start of the STSM</u></p> <p><u>Scenario 7.2: shortened STSM: during the STSM period</u></p> <p><u>Scenario 8.1: cancelled ITC CG: before the start of the conference</u></p> <p><u>Scenario 8.2: 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: Deviation in the routes travelled by the eligible participant

Scenario 1.1: Travelling from / to a country other than the participant's primary affiliation country

The eligible participant requests a derogation to obtain that travel expenses are reimbursed

- a) from a country other than his/ her country of primary affiliation (as per the address indicated on their e-cost profile); and/or
- b) to a country other than his / her primary affiliation country

Such derogation request should be provided well in advance of the approved meeting (ideally more than 4 weeks before the start date of the approved activity). A shorter delay may be accepted on an exceptional basis.

Administrative requirements / Documents to be provided

- **Comparative quote** meeting the requirements stated in the Definition.
- Copy of the invoice / travel tickets.
- Complete travel itinerary including the booking class of the travelled journey.

Once the derogation request is approved, the eligible Action participant shall be entitled to be reimbursed of the **lowest** amount based on comparative quotes provided as supporting documents.

Scenario 1.2: Working temporarily or periodically in an institution other than the participant primary affiliation

The eligible participant requests a derogation in order to travel from /to a country other than his/ her country of the primary affiliation (as per the address indicated on their e-cost profile) because of a temporary or periodical assignment to another institution.

The Action Participant may request a **blanket approval for a fixed duration**.

Such derogation request should be submitted well in advance of the approved meeting (ideally more than 4 weeks before the start date of the approved activity). A shorter delay may be accepted on an exceptional basis.

Administrative requirements / Documents to be provided

- Evidence of workplace if different from participant's primary affiliation: this evidence shall take the form of any official document (e.g. communication / letter) from both the eligible participant's Home Institution and their Host Institution confirming the temporary arrangement for the period in question. To be valid, this evidence shall mention dates of assignment in the other workplace. The evidence shall be accepted for as long as the period of assignment includes the dates of the meeting and no longer than the end date of the Action duration. The dates confirmed in this communication must be directly related to periods of active employment / research / study or teaching.
- Copy of the invoice / travel tickets; and
- Complete travel itinerary including the booking class concerning the travelled journey.

Please note:

- The COST eligibility rules for claiming expenses incurred for travel and Daily Allowance must be respected in every instance.

Once the derogation request approved, the eligible Action participant shall be entitled to be reimbursed for the full amount of his/her travel expenses (within the limits set in the **Vademecum** and / or per the Action MC).

Scenario 1.3: Stopovers

The eligible Action participant requests a derogation in order to obtain that travel expenses are reimbursed in case of **Stopover**

Such derogation request should be provided well in advance of the approved meeting (ideally more than 4 weeks before the start date of the approved activity). A shorter delay may be accepted on an exceptional basis.

Administrative requirements / Documents to be provided

- Please refer to [Case 1 – Scenario 1.1](#)

Case 2: Airfare exceeding 1200 € in economy class

The eligible participant requests a derogation to obtain that travel expenses amounting for more than the maximum amount eligible for reimbursement in economy class (i.e. EUR 1200) are reimbursed

This derogation request is only acceptable if the eligible participant demonstrates that the most economical return airfares around the dates of the approved activity cannot be secured for less than EUR 1201.

Administrative requirements / Documents to be provided

- **Comparative quote** meeting the requirements stated in the Definition table showing that the concerned travel cannot be secured for less than EUR 1201.
- Copy of the invoice / travel tickets.
- Complete travel itinerary including booking class of the travelled journey.

Such derogation request should be provided well in advance of the approved meeting (ideally more than 4 weeks before the start date of the approved activity). A shorter delay may be accepted on an exceptional basis.

Case 3: Deviation in the booking class – Business class airfare

Scenario 3.1: Medical circumstances requiring that additional space and comfort afforded by travelling in business class is required to support an existing health condition.

Such derogation request should be provided well in advance of the approved meeting (ideally more than 4 weeks before the start date of the approved activity). A shorter delay may be accepted on an exceptional basis.

Administrative requirements / Documents to be provided

- **Medical certificate** meeting the requirements stated in the Definition table and stating that extra comfort is required to support an existing health condition.
- Copy of the invoice / travel ticket; and
- Complete travel itinerary including booking class of the purchased ticket.

Scenario 3.2: When a return business class airfare is cheaper than the remaining available economy class tickets options.

Such derogation request should be provided well in advance of the approved meeting (ideally more than 4 weeks before the start date of the approved activity). A shorter delay may be accepted on an exceptional basis

Administrative requirements / Documents to be provided

- **Comparative quote** meeting the requirements stated in the Definition table showing that the most economical business class return airfares is cheaper than an economy class.
- Copy of the invoice / travel ticket; and
- Complete travel itinerary including booking class of the purchased ticket.

Once the derogation request approved, the eligible Action participant shall be entitled to be reimbursed for the full amount of his/her travel expenses (within the limits set in the Vademecum and / or per the Action MC) in both scenario.

Case 4: Derogations requests related to medical circumstances.

Scenario 4.1: 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 and local transport expenses incurred in the meeting country set at the Daily Allowance amount per day agreed by the MC for the given activity.

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 travel / accommodation / local transport expenses.
- Complete travel itinerary including booking class 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 / local transport expenses.
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / local transport expenses.

Scenario 4.2: 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 local transport expenses incurred in the meeting country and set at Daily Allowance amount per day agreed by the MC for the given activity.

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.

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 booking class and the associated invoice (s) must be provided.
- The invoices / receipts for travel/ accommodation / local transport expenses including the amount paid;
- **Evidence of the non-refundable character of the amounts** meeting the requirements stated in the Definition for the travel / accommodation / local transport expenses.
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition table for travel / accommodation / local transport expenses.
- 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.

Scenario 4.3: 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 and local transport expenses incurred in the meeting country set at the Daily Allowance amount per day agreed by the MC for the given activity.

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.

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 including booking class 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 / local transport expenses and meals.

Case 5: Derogations requests related to decease

Scenario 5.1: 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 local transport expenses set at the Daily Allowance amount per day agreed by the MC for the given activity (within the limits set in the **Vademecum** and / or per the Action MC).

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 / local transport expenses including the amount paid.
- Complete travel itinerary including booking class 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 / local transport expenses and meals.
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / local transport expenses.
- Power of Attorney for the person acting on behalf of the deceased (if applicable).

Scenario 5.2: 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 local transport expenses set at the Daily Allowance amount per day agreed by the MC for the given activity.

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 / local transport expenses including the amount paid.
- Complete travel itinerary including booking class 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 / local transport expenses.
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / local transport expenses.

Scenario 5.3: During the event: Decease of an immediate relative

The eligible participant requests a derogation in order to obtain that incurred travel expenses are reimburse 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 travel expenses.
- 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 local transport expenses set at Daily Allowance amount per day agreed by the MC for the given activity

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.

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 booking class and the associated invoice (s) must be provided.
- The invoices / receipts for travel/ accommodation / local transport expenses including the amount paid.
- **Evidence of the non-refundable character of the amounts** meeting the requirements stated in the Definition for the travel / accommodation / local transport expenses.
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / local transport expenses.
- If rebooking fees are cheaper, a comparative quote must be provided showing that this option is indeed cheaper than buying a new ticket

Case 6: Derogation requests caused by Force Majeure

Scenario 6.1: 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 local transport expenses set at the Daily Allowance amount per day agreed by the MC for the given activity.

Administrative requirements / Documents to be provided

- The invoices / receipts of the travel/ accommodation / local transport expenses including the amount paid.
- Complete travel itinerary including booking class 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 / local transport expenses.
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / local transport expenses.
- 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.
- The sum of reimbursed accommodation cost and/or local transport expenses and the expenses incurred for meals can never exceed the Daily Allowance amount per day as agreed by the MC for the given activity.

Scenario 6.2: 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 local transport expenses set at the Daily Allowance amount per day agreed by the MC for the given activity.

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 / local transport expenses.
- **Evidence of incurrence of expenses** meeting the requirements stated in the Definition for travel / accommodation / local transport expenses.
- 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.

Case 7: Short Term Scientific Mission (STSM)

Scenario 7.1: 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

- In case of medical circumstances: The STSM Applicant shall provide the relevant supporting document as described under the scenario related to medical circumstances ([Case 4 – Scenario 4.1](#))
- In case of Force Majeure: The STSM Applicant shall provide the relevant supporting document as described under the Force Majeure ([Case 6 – Scenario 6.1](#))
- 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 6 – Scenario 6.1](#))
- In case of decease please refers to ([Case 5](#))

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 7.2: 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

- In case of medical circumstances: The STSM Applicant shall provide the relevant supporting document as described under the scenario related to medical circumstances ([Case 4 – Scenario 4.2](#))
- In case of Force Majeure: The STSM Applicant shall provide the relevant supporting document as described under the Force Majeure ([Case 6 – Scenario 6.2](#))
- 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 6 – Scenario 6.2](#))
- In case of decease: please refer to ([Case 5](#))
- The grant amount allocated for the subsistence expenses shall be calculated based on the pro rata of the attended days.
- The grant amount allocated to travel shall consider the expenses incurred by the STSM Applicant due to the change of his/her return travel.
- 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 STSM Coordinator.

Please note:

- The sum of travel and subsistence expenses shall not exceed the grant amount allocated to the STSM grantee, as agreed by the MC for the given activity.

- 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.

Scenario 7.3: 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 (cross-border travel) using the Reimbursement Form related to the meeting.
- In any case, the participant cannot claim the Daily Allowance for attending the meeting.
- The subsistence amount included in the STSM granted shall cover accommodation, meals, and local transport expenses 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 8: ITC Conference Grant (ITC CG)

Scenario 8.1: 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

- 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 4 – Scenario 4.1](#))
- In case of Force Majeure: The eligible ITC CG participant shall provide the relevant supporting document as described under the Force Majeure ([Case 6 – Scenario 6.1](#))
- In case of decease please refer to ([Case 5](#))
- In case of cancellation of the Conference by the Organiser
 - The invoices / receipts for travel/ accommodation / local transport expenses 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 / local transport expenses.
 - 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 8.2: 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

- 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 4 – Scenario 4.1](#))
- In case of Force Majeure: The eligible ITC CG participant shall provide the relevant supporting document as described under the Force Majeure ([Case 6 – Scenario 6.2](#))
- In case of decease: please refer to ([Case 5](#))

- 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 ITC CG coordinator must be submitted.
- The grant amount allocated for the subsistence expenses shall be calculated based on the pro rata of the attended days.
- The grant amount allocated to travel shall consider the expenses incurred by the ITC CG Applicant due to the change of his/her return travel.

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 shall not exceed the grant amount allocated to the Action Participant, as agreed by the MC for the given activity.
- If the rebooking fees are cheaper than buying a new travel ticket, this option should be chosen. Rebooking fees in such a case may be considered as eligible and be reimbursed.

6) 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 incurrence of expenses	Other document
Derogation cases								
1. Deviation in the routes travelled by the eligible participant / Stopovers								
Travelling from / to another country than the participant primary affiliation country	✓	✓	✓	✓	NA	NA	NA	NA
Working temporarily or periodically in another institution than the one of the participant's primary affiliation	✓	✓	✓	NA	NA	NA	NA	✓ Evidence of workplace different from participant's primary affiliation
2. Airfare exceeding 1200 EUR (max. amount eligible in economy class)								
	✓	✓	✓	✓	NA	NA	NA	NA
3. Deviation in the booking class – Business class airfare								
For medical reason	✓	✓	✓	NA	✓	NA	NA	NA

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
Derogation cases					Certifying additional comfort is required			
Due to price (business class cheaper than remaining economy class tickets)	✓	✓	✓	✓	NA	NA	NA	NA
4. Derogations requests related to medical circumstances of the participant or a relative								
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	✓ Of original and amended travel tickets	✓	✓	NA	✓ Idem	NA	NA	NA

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 incurrence of expenses	Other document
Derogation cases								
Assistance in case of disability	✓ Of the assisting person for travel, accommodation ¹ & meals	✓	✓	NA	✓ Of the Participant certifying the need for assistance (and its duration of validity in case temporary)	NA	✓	NA
5. Derogations request related to the decease of the participant or an immediate relative²								
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 the invoice / travel tickets of original and	✓	✓	NA	✓ Certifying the decease	NA	NA	✓ Evidence of the fact that the deceased was an immediate relative

¹ 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.

² 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.

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
Derogation cases	amended travel tickets)							
6. Derogation requests caused by Force Majeure								
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