

# Travel Reimbursement Rules

## Daily Allowance

Nov/2021



## RULES FOR SUBMITTING TRAVEL REIMBURSEMENT REQUESTS AND CLAIMING EXPENSES

### PRINCIPLES:

Following the principle of good governance, financial soundness, and efficiency, participants to an Action event shall:

- Choose the most economical means of transportation.
- Make their transportation arrangements as early as possible upon receipt of the e-COST official invitation to the approved activity.
- Avoid double funding. Therefore, the participants shall declare via e-COST when submitting their Online Travel Reimbursement Request (OTRR) that they will not receive a reimbursement or any allowance from a third party to support their attendance at the approved COST activity for which they are submitting a claim. The COST Association reserves the right to contact any beneficiary of COST funds and / or their institution or any other relevant third party when double funding is suspected. Further, non-abidance by this rule may lead to rejection of costs or sanctions as per III - Level A - Breach of COST Rules and Principles

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

- Have an e-COST profile at <https://e-services.cost.eu/> including bank details.
- Be eligible to receive financial support.
- Have received an e-COST invitation to the meeting / training school and have accepted it within 2 weeks from receiving it.
- Sign the attendance list on each attended day.
- Submit via e-COST a completed Online Travel Reimbursement Request (OTRR) as soon as possible and not later than 15 calendar days after the end of the event.
- Upload legible copies of all invoices / receipts and relevant supporting documents onto eCOST.
- For audit purposes, following national and/or institutional regulations participants may be requested to provide original documents.

### ELIGIBLE EXPENSES

#### **Daily Allowance (accommodation, meals and short-distance travel expenses)**

The reimbursement of incurred expenses for accommodation, meals, and short distance travel is paid as one lump-sum amount known as daily allowance.

No invoices for accommodation, meals, and short distance travel are therefore required unless otherwise explicitly requested in accordance with applicable law or regulation.

Daily allowance rate (to be found at [http://www.cost.eu/daily\\_allowance](http://www.cost.eu/daily_allowance)) is based on the country where the event takes place.

In some instances, the Action Management Committee may decide to reduce the daily allowance rate applicable to a specific event, in such case the approved daily allowance rate shall be communicated in advance and / or at least upon receipt of the eCOST invitation.

The actual daily allowance is calculated against:

- The actual number of days of attendance to the event (as confirmed against the signature on the official attendance list for each day of the event); The participant may arrive on the day before the event commences and/or leave one day after the event finishes. The DA is then calculated accordingly.
- The participant's travel start and end dates and hours; In the cases when the travel dates and hours cannot be determined, the participant shall provide travel supporting documents attesting their travel dates so that the daily allowance can be correctly calculated

### Recommendation:

- When two eligible participants share the same accommodation, whilst both participants are allowed to claim the Daily Allowance, they are invited to consider claiming the Daily Allowance of only one of them.
- When an eligible participant's primary affiliation is in the city of the event, the participant is invited to claim only the part of the daily allowance intended to cover the local transport expenses. This option is enabled when completing the Online Travel Reimbursement claim in e-COST.

### Long-distance travel (>100km) - Airplane, Train, Bus, Car, and Ferry

Long-distance travel is any travel above 100 km one way from the legal entity of affiliation of the participant (as encoded in the eCOST profile) to the meeting venue or from the meeting venue to the legal entity of affiliation.

Long-distance travel may be by train, ferry, bus, plane, or car.

The incurred long-distance travel expenses are reimbursed on face-value, up to a maximum of EUR 1500, cancellation insurance included, for the roundtrip.

In some instances, for Action activities, the Management Committee may decide to reduce the maximum amount, this decision shall be communicated in advance and/or at least upon receipt of the eCOST invitation.

On top of the administrative requirements the participants shall, to see their long-distance travel expenses being reimbursed, attach supporting documents which shall clearly detail:

- The name of the service provider.
- The mode of transport taken.
- The full price paid for the ticket.
- The name of the passenger if applicable.
- The travel dates, departure, and arrival times (an invoice only showing the amount will not suffice).

Failure to provide the required supporting documents with the information mentioned above may lead to the rejection of the claim.

### Recommendation:

Participants are advised to contract a travel cancellation insurance for all their long-distance travel. Cancellation insurance is an eligible expense included in the long-distance travel expenses.

### Specific conditions for Car travel expenses

The following specific conditions apply when claiming car travel expenses:

- Car travel is limited to a maximum distance of 2 000 km for the entire journey.
- Car travel shall be reimbursed at EUR 0.35 per km.
- If multiple participants travel together, only one person may claim the reimbursement of the number of km. Other eligible participants travelling in the same car are not eligible for the reimbursement of the car km.

### Other eligible expenses

Participants may claim visa expenses required to travel to the meeting venue as follows:

- May only be claimed the costs related to visa processing fees relevant to attending approved COST event(s)
- Attach supporting documents which shall include receipt / stamp from the embassy / consulate issuing the visa and the amount paid for the visa and possible administrative costs.

### NON-ELIGIBLE EXPENSES

The following expenses may never be claimed as travel expenses:

- Any expenses claimed on top of the daily allowance or long-distance travel such as: taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel, additional accommodation or meals.
- Conference / registration fees.
- Lecture fees and honoraria.
- SMS costs, photograph cost or photocopies, postage expenses or service fees associated with obtaining visas.
- Life and medical insurance – expenses related to addressing / treating health issues.
- Luggage insurance.
- Fees, charges, and/or penalties linked to a participant changing or having to rebook travel tickets.
- Wi-Fi, telephone, internet, laundry and mini-bar consumption expenses.

- Printing and postage expenses.
- Regional and / or national taxation fees; stamp duty expenses.
- Bank charges / fees on reimbursement made by the Grant Holder (or COST Association for centralised events).

**DAILY ALLOWANCE CALCULATION**

Daily allowance will be calculated against the attended days, and the travel start and travel end dates and hours (as evidenced in the travel supporting documents):

Travel start date:	
- travel starts before 11:59	Full Daily 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

Event days:	
Each event day attended by the participant against signed Attendance List	Full Daily Allowance