1. Travel and Subsistence

1.1. Introduction
1.2. Meeting Types
1.3. Meeting Location
1.4. Eligible Participants
1.5. Participants Entitled to Reimbursement
1.6. Eligible Costs - Reimbursement Rules
1.7. Procedures and Deadlines
1.9. Travel Reimbursement Form (specimen)
1.10. Summary of Reimbursement Rules

These are interim guidelines offering practical advice to participants reflecting the actual situation. They are subject to change following CSO decisions.
Update history

29/06/2007 Update of the Travel Reimbursement forms

26/07/2007 Update of the Travel Reimbursement forms (Travel by Car)

10/04/2008 Accommodation fixed rate increased to EUR 120/night
    (ESF CD decision 07 April 2008)

21/05/2008 Visa/parking fees

01/09/2008 Revision of reimbursement rules/form
1.1. Introduction

For meeting participants, a distinction is made between participants, eligible participants and persons entitled to reimbursement.

The participants are all of the people who attend a COST meeting. Among the eligible participants (see 1.4), a certain number will be selected by the Chair of the Action on behalf of its Management Committee (MC) as entitled to reimbursement (see 1.5).

The rates of reimbursement are strictly limited to the maxima laid down in the rules for reimbursement (see 1.6) and are subject to the availability of funds.

1.2. Meeting Types

COST Office can support travel and subsistence for the participation to the following meeting types:

• Management Committee (MC) meetings
  Normally 2 per year.

• Core Group meetings
  Smaller group typically composed of Chair, Vice-Chairs, and Working Group Leaders.

• Working Group (WG) meetings
  Management Committees subdivides the scientific work of the Action among a limited number of Working Groups according to the size and objectives of the Action. Working Groups may meet on the day before (or the day after) a Management Committee meeting (which may reduce expenses within the Action budget) or, if necessary, at another time.

• Workshops/Conferences
  It is not the policy of COST to reimburse the travel expenses of all participants in a Workshop or Conference and the reimbursement is normally restricted to the members of the COST MC or WG subject to the available funds. The reimbursement of the participants should reflect a good balance from the various signatory countries. Invited non-COST keynote speakers and session-chairs are eligible for reimbursement.

• Domain Committee (DC) meeting
  Normally up to 3 per year.

• Ad hoc Groups
  Normally up to 2 per year.

Other COST relevant meeting (e.g. evaluation panels, editorial meetings, strategic meetings).
1.3. Meeting Location

Meetings/Workshops/Conferences should be organised by a Management Committee (MC) in any COST Country that has accepted the MoU of the Action. Workshops and Conferences should be open, in general, to the whole scientific community. Exceptions are subject to prior approval from the COST Office.

1.4. Eligible Participants

1.4.1. Management Committee (MC) Members

Subject to the available budget, COST can reimburse up to 2 MC members per country and the Chair of the Action.

In addition, countries that intend to participate in the Action, can nominate MC candidates who are also eligible for reimbursement.

1.4.2. Working Group (WG) Members

Working Groups usually consist of a small number of researchers selected by the MC or by a procedure decided by the MC.

WG members may be MC members or other researchers from a participating country contributing to the achievement of the objectives of the Action. Members of Action Working Groups are eligible for reimbursement.

1.4.3. External Experts and Invited Speakers

It may be necessary to invite external experts to a COST meeting to address a topic where their expertise would contribute to the objectives of COST. These experts can be reimbursed if invited by the MC, DC or the COST Office.

The number of invited experts from non-participating countries should normally not exceed 5 per meeting.

The reimbursement of keynote speakers and session chairs from a non-COST country is normally limited to 4. Their C.V. and participation in the programme has to be sent to the COST Office.

1.4.4. Domain Committee (DC), Ad Hoc Groups and Liaison Members

One representative per COST Country is eligible for reimbursement for attendance at DC plenary meetings.

Similar support will also be provided for members of approved ad hoc groups and for other approved activities e.g. Liaison Members for other DCs, ESF Committees, meetings of other organisations and similar activities.
1.4.5. Panel Members and Rapporteurs

Panel members (such as for evaluation panels) and rapporteurs (such as Action rapporteurs officially nominated by the DC) invited by the COST Office are eligible for reimbursement.

1.4.6. Substitutes

It may happen that persons who have been declared as entitled to reimbursement cannot subsequently attend the meeting. In that case, the person can be replaced with the approval of the MC/DC Chair and/or the COST Office.

1.4.7. Other

In exceptional cases, the COST Office reserves the right to analyse the possibility of reimbursement of any person designated by itself or by the Management Committee (MC) of an Action or by a Domain Committee (DC) to further the interests and aims of COST. This may include participation in special scientific meetings, relevant policy making events and synergy creating activities.

1.5. Participants Entitled to Reimbursement

Among the eligible participants (see 1.4), a certain number will be selected by the Chair of the Action on behalf of its Management Committee (MC) as entitled to reimbursement. This entitlement means that COST will reimburse the travel, meals and accommodation necessary to attend a COST event.

The Chair has the final responsibility for approving the list of participants entitled to be reimbursed. The Chair can delegate this approval task to another MC member (i.e. when the MC member is a local organiser or a member of the MC core group).

1.6. Eligible Costs - Reimbursement Rules

1.6.1. Introduction

Participants in COST meetings should arrive/depart as close as possible to the beginning/end date of the meeting. If participants have non-COST activities either before or after the meeting, they should indicate the dates and times of departure from and return to their home as if they had only attended the COST meeting.

The expert eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received or is not entitled to any similar reimbursement or allowance from a third party.

For audit purposes, the COST Office may contact the home institution of a participant regarding double payments.
1.6.2. Accommodation

The flat reimbursement rate is **EUR 120 per night** for accommodation and breakfast. The maximum number of nights reimbursed equals the number of attended (as evidenced by the signed attendance list) meeting days + 1.

Any deviation from this rule will require an explicit justification under "Other/remarks", supporting documentation, and an approval from the COST Office.

The local organiser may make a block reservation if more economical.

1.6.3. Meals

Lunch (including coffee breaks) and dinner expenses will be reimbursed at a fixed rate of **EUR 20 each**. Meals provided by a separate COST meeting support will not be paid.

1.6.4. Travel Expenses

1.6.4.1. Introduction

Expenses are funded on the principle of the most economical overall expenditure.

1.6.4.2. Travel by Plane, Train or Long Distance Bus (coach)

• For travelling by air low cost tickets have to be used. To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed. The most economical tariff shall be reimbursed on production of originals or legible photocopies of the ticket. Business class can only be reimbursed under exceptional conditions and needs the prior approval of the COST secretariat. **Air tickets exceeding EUR 1 200 require prior approval from the COST Office.**

• Local airport transfer should use the most economical means of transport. Airport parking may be reimbursed, if economical.

• The shortest and most economical route by rail or bus between the departure point and the place where the meeting is held must be used. First class rail or bus travel may be reimbursed by the COST Office.

• The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleepers (instead of hotel) are eligible expenses.
1.6.4.3. Travel by Private or Hire Car

- The use of a private or hire car is reimbursed on the basis of **EUR 0.20 per kilometre** (no fuel, toll, car park etc. will be reimbursed) for one person travelling alone. Where two or more persons are entitled to reimbursement of travel expenses and use the same car, only the person responsible for the car shall be reimbursed at the rate of **EUR 0.30 per kilometre** and the name of the passengers must be declared on the reimbursement form.

- Travel by car for a distance of more than 2 000 km total is normally not reimbursed and in any case no additional accommodation is paid.

- A proof of distance has to be attached (print-out from websites such as Via-Michelin, Maporama, Mappy, Google Maps, etc.).

1.6.4.4. Local Transport

For local transport expenses receipts are not required under a total of **EUR 25** (out & return). If the total amount for the entire trip exceeds **EUR 25**, copies of all justifications and receipts have to be added to the reimbursement form.

1.6.4.5. Taxi

Taxi fares are limited to **EUR 40** in total for the entire trip. Receipts are always required. They shall only be reimbursed where no reasonable public transport is available. Any deviation from this rule will require an explicit justification and an approval from the COST Office.

1.6.5. Remarks

For the reimbursement of travel costs, originals or legible photocopies of transport tickets must be provided with the claim form. They must clearly indicate the amount paid and the full routing (showing departure/arrival dates and times).

Only fully completed reimbursement forms will be considered by the COST Office (including fields such as bank account details, meeting ID, departure/arrival dates/times and etc.).

Participants must be registered prior to the meeting in the COST Database: [http://www.cost.esf.org/e-cost](http://www.cost.esf.org/e-cost)

If the complete reimbursement form is not submitted within 60 days, it is presumed that no claim for payment or for reimbursement of expenses will be requested by the participant.

Originals or legible photocopies of all travel documents must be kept by the expert for five years after the meeting.

Reimbursement is in **euro**.
The following are some examples of items not eligible for reimbursement:

• Registration fees, costs of health, life and luggage insurance are not reimbursed;
• Cancellation insurance will only be reimbursed for non-changeable low cost tickets or similar not changeable tariffs;
• Other costs such as telephone calls etc. cannot be reimbursed.

Any other arrangements may be considered in exceptional cases subject to prior approval from the COST Office.

1.7. Procedures and Deadlines

All requests for organisation of meetings and financing of activities must be sent via the relevant Committee to the Science Officer of the Action well in advance of the proposed activity, as specified below.

• Small meeting requests:
  Up to 5 delegates/experts – normally minimum 3 weeks before the proposed meeting

• Larger meeting requests (such as MC, DC, workshops etc.):
  Normally minimum 4 weeks before the proposed meeting

• Workshop/Conference/Meeting financial support subsidy requests:
  Normally minimum 2 months before the proposed Workshop/Conference/ Meeting

The COST-Office endeavours to reply to a request presented in accordance with the existing rules within 10 working days.
1.8. Travel Reimbursement Form (specimen)

TRAVEL REIMBURSEMENT REQUEST
COST Office, 149 avenue Louise, 1050 Brussels, Belgium – Tel: +32 (0)2 533 3800 – Fax: +32 (0)2 533 3890
E-mail: office@cost.esf.org – Website: http://www.cost.esf.org

<table>
<thead>
<tr>
<th>1. MEETING DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting ID:</td>
</tr>
<tr>
<td>Action Number</td>
</tr>
<tr>
<td>(or equivalent):</td>
</tr>
<tr>
<td>Science Officer:</td>
</tr>
<tr>
<td>Admin Officer:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Tel:</td>
</tr>
<tr>
<td>Fax: +32 (0) 2 533 3890</td>
</tr>
<tr>
<td><a href="http://www.cost.esf.org/e-cost">www.cost.esf.org/e-cost</a></td>
</tr>
</tbody>
</table>

2. PARTICIPANT – If not yet registered in the COST database, please register prior to the meeting at

<table>
<thead>
<tr>
<th>FAMILY NAME:</th>
<th>FIRST NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF BIRTH:</td>
<td>COUNTRY:</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td>TEL:</td>
</tr>
</tbody>
</table>

3. BANK DETAILS – In order to have money transferred you must first be registered with your full IBAN and
| SWIFT/BIC code at www.cost.esf.org/e-cost |
| NAME OF ACCOUNT HOLDER: |
| NAME OF THE BANK: |

4. ACCOMMODATION and MEALS

| Travel START (door-to-door) | Date: | Time: |
| Travel END (door-to-door) | Date: | Time: |
| 4a. HOTEL | total number of nights x fixed rate of €120/nights | Number: | Total (€): |
| 4b. MEALS - entered by the COST Office (number of meals, requirement) |

5. TRAVEL EXPENSES

| 5a. PLANE, TRAIN | From | To | To (Return) | Amount | Currency | € |
| Local Distance | BUS, etc. |

5b. CAR expenses:
| From | To | To (return): |
| Proof of distance attached: | Km (both ways): |

5c. LOCAL TRANSPORT: Self transport expenses no receipts are required under a total of €25 (out & return) above €25 total for the entire trip, add detailed justification & receipts.

5d. TAXI: Self transport expenses are only reimbursed where no reasonable public transport is available and authorized by COST in total for the entire trip. Receipts are always required.

| Amount | Currency | € |

6. OTHER / REMARKS:

I certify that this travel claim is a true statement of travel expenses incurred by me. I have not been and will not be reimbursed for these expenses from any other source nor have I included any expenses paid or to be paid directly from another source. I am aware that my home institution may be informed about this payment. I have read the rules for travel reimbursement request and agree to them.

Date: | Participant’s signature: |

FOR COST OFFICE USE
Form and documents checked and approved: Date: | A.O.: |
1.9. Summary of Reimbursement Rules

Rules for reimbursement of expenses for experts eligible for reimbursement
version 2.0
Please read carefully before completing the form.

Participants in COST meetings should arrive and depart as close as possible to the beginning and to the end of the meeting. In cases where participants have been on non-COST activities either before or after the meeting they should indicate the dates and times of departure and return to their home as if they had only attended the COST meeting.

The expert eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received any similar reimbursement or allowance or is not entitled to a similar reimbursement or allowance from another institute or organisation or person for the same trip.

**IMPORTANT**
- If the complete reimbursement form is not submitted within 60 days, it is presumed that no claim for payment or for reimbursement of expenses will be requested by the participant;
- Only fully completed reimbursement forms will be considered by the COST Office (including fields such as bank account details, meeting ID, departure/arrival dates/times and etc.);
- For the reimbursement of travel costs, original or legible photocopies of transport tickets must be provided with the claim form. They must clearly indicate the amount paid and the full route (including departure/arrival dates and times);
- Originals or legible photocopies of all travel documents must be kept by the expert for five years after the meeting;
- Reimbursement is in euro;
- The following are some examples of items not eligible for reimbursement:
  - Registration fees, costs of health, life and luggage insurance are not reimbursed;
  - Cancellation insurance will only be reimbursed for non-refundable low cost tickets or similar non-refundable tariffs;
  - Other costs such as telephone calls etc. cannot be reimbursed;
- Any other arrangements may be considered in exceptional cases subject to prior approval by the COST Office.

4a. Accommodation
Flat rate reimbursement is of €120 per night for accommodation and breakfast. The maximum number of nights reimbursed equals the number of attended (as evidenced by the signed attendance list) meeting days + 1. Any deviation from this rule will require an explicit justification under “Other remarks”, supporting documentation, and an approval by the COST Office.

4b. Meals
Lunch (including coffee breaks) and dinner expenses will be reimbursed at a fixed rate of €20 each. Meals provided by a separate COST meeting support will not be paid.

5. Travel expenses
Travel expenses are refunded on the principle of the most economical overall expenditure.

5a. Travel by plane, train or long distance bus (coach)
- For travelling by air low cost tickets have to be used. To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed. The most economical tariff shall be reimbursed on production of original or legible photocopies of the ticket. Business class can only be reimbursed under exceptional conditions and needs the prior approval of the COST secretary. Air tickets exceeding €1200 require prior approval by the COST Office.
- Local airport transfer should use the most economical means of transport. Airport parking may be reimbursed, if economical.
- The shortest and most economical route by rail or bus between the departure point and the place where the meeting is held must be used. First class rail or bus travel may be reimbursed by the COST Office.
- The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleeper (instead of hotel) are eligible expenses.

5b. Travel by private or rented car
- The use of a private or rented car is reimbursed on the basis of €0.20 per kilometre (no fuel, toll, car park etc. will be reimbursed) for one person travelling alone. Where two or more persons are entitled to reimbursement of travel expenses and use the same car, only the person responsible for the car shall be reimbursed at the rate of €0.30 per kilometre and the name of the passengers must be declared on the reimbursement form.
- Travel by car for a distance of more than 2000 km total is normally not reimbursed and in any case no additional accommodation is paid.
- A proof of distance has to be attached (print-out from websites such as ViaMichelin, MapHome, Mappy, Google Maps, etc.).

5c. Local Transport
For local transport expenses receipts are not required under a total of €20 (out & return). If the total amount for the entire trip exceeds €20, copies of all justifications and receipts have to be added to the reimbursement form.

5d. Taxi
Taxi fares are limited to €60 in total for the entire trip. Receipts are always required. They shall only be reimbursed where no reasonable public transport is available. Any deviation from this rule will require an explicit justification and an approval by the COST Office.

These are interim guidelines offering practical advice to participants reflecting the actual situation. They are subject to change following CSO decisions.