

GUIDE FOR PARTICIPANTS IN COST WORKSHOPS

GENERAL RULES to be reimbursed.

- ✓ All participants must have an e-COST profile at <https://e-services.cost.eu/> including bank details in order to be reimbursed for expenses incurred for participating in COST activities.
- ✓ Participants will receive an automatic e-COST invitation for the events.
- ✓ In order to be eligible for reimbursement, participants must sign the attendance log of the COST event.
- ✓ Participants shall pay all expenses in advance. Expenses will be reimbursed AFTER the event further to participants filing an ONLINE TRAVEL REIMBURSEMENT REQUEST (OTTR) through the e-COST platform.

How to be reimbursed for the expenses of participating in COST events?

Participants must submit an ONLINE TRAVEL REIMBURSEMENT REQUEST (OTTR) form **within 30 calendar days from the end date** of the COST event, along with **supporting documents** (readable copies of invoices / receipts) relevant to the eligible expenses that are being claimed. **Original invoices** / receipts and other forms of supporting documentation must be kept and archived by each claimant. The GH Manager will review the OTTR submitted by participants and if it is in accordance with COST rules, the OTTR will be validated.

Eligible costs and supporting documents.

Short-distance travel includes accommodation, meals and travel up to 100 km. The amount depends on the country of the event. The total amount is fixed in the Table below. This amount can be lowered by the MC.

Country	Daily allowance
Albania	180
Austria	199
Belgium	220
Bosnia and Herzegovina	195
Bulgaria	191
Croatia	191
Cyprus	204
Czech Republic	191
Denmark	209
Estonia	192
Finland	207
France	195
Georgia	191
Germany	212
Greece	193
Hungary	191
Iceland	207
Ireland	211
Israel	195
Italy	201
Latvia	191
Lithuania	182
Luxembourg	205
Malta	193
Moldova	180
Montenegro	182
Netherlands	211
Norway	214
Poland	194
Portugal	195
Romania	187
Serbia	191
Slovakia	189
Slovenia	187
Spain	192
Sweden	199
Switzerland	209
Republic of North Macedonia	191
Turkey	191
Ukraine	191
United Kingdom	222
Any other country	222

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For long-distance travel, see the Table below:

COST Association AISBL

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1210 Bruxelles / Brussel, Belgium
T +32 (0)2 533 3800 | office@cost.eu | www.cost.eu

COST Association
International non-for-profit organisation
Association internationale sans but lucratif

Register of legal Entities Brussels:
0829090573



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ACCOMMODATION & MEALS		SUPPORTING DOCUMENTS TO BE UPLOADED IN E-COST	
Same flat rate for all participants <ul style="list-style-type: none"> Hotel: Up to max 120 €/night Meal: Up to max 20 €/meal (only lunch and dinner) 		<ul style="list-style-type: none"> No receipts required 	
LONG DISTANCE TRAVEL EXPENSES			
<ul style="list-style-type: none"> Flight (International/Domestic) (Up to 1200 € on Economy Class) 		E-tickets: name of the participant, full itinerary including flight date and time, booking class and airfare. Derogations require prior COST Association approval.	
<ul style="list-style-type: none"> Train Cross-Border Bus Cross-Border Ferry Cross-Border 		Receipt including date, time, route and rate (First class or Business class are eligible)	
LOCAL TRANSPORT EXPENSES			
<ul style="list-style-type: none"> Train within 1 country Bus within 1 country Metro within 1 country Shuttle within 1 country 		PUBLIC TRANSPORT < 25 € for the entire duration of the journey	
		No receipts required	
<ul style="list-style-type: none"> Car Travel across border or within 1 country 0.20€/km when travelling alone 0.30€/km when travelling with another eligible COST passenger (the driver is NOT a passenger) 		PUBLIC TRANSPORT > 25 € for the entire duration of the journey	
		All public transport receipts are required	
<ul style="list-style-type: none"> Taxi 		Receipt showing date, time, and the amount paid. Limited to up to max 80 € in total for the entire trip if these conditions are met: <ul style="list-style-type: none"> Before 7 am to facilitate an early departure and/or after 10 pm due to a late arrival or when no public transportation available 	
<ul style="list-style-type: none"> Parking 		Receipt including date and time (max one day before the meeting and one day after the meeting)	

NON-ELIGIBLE 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

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- Conference / registration fees
- Lecture fees and honoraria
- SMS costs, photograph cost or photocopies, postage expenses or service fees associated with obtaining visas
- Stand-alone medical or life insurance
- Luggage insurance;
- Carbon offset fees. Nonetheless, COST Actions are encouraged to consider the environmental impact of their activities when making their plans and or look for other sources of funding for this expense.
- 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).

Final considerations

In cases of force majeure^[1], whether the participant cannot finally participate or has to shorten his/her stay, the participant (or its relatives in case of decease of the participant) may request from the COST Association (request to be introduced via the Grant Holder of the concerned COST Action) a specific demand in order to obtain that incurred travel expenses due to the case of force majeure are reimbursed, when not otherwise covered (e.g. by a travel insurance or other scheme such as passengers protection rights).

[1] Decease of the participant; • Decease of a close relative being defined as a first degree relative or any person that is dependent on the Action event participant; • Medical circumstances encountered by the Action participant that make travel impossible /not recommended; • Medical circumstances encountered by a Close relative which require the presence of the Action participant; • Any other case of Force Majeure defined as an event or circumstance beyond the participant's reasonable control and occurring without its fault or negligence. The following examples can be provided: strike, terrorist incident, natural disaster, prohibition from an official national authority to travel to the meeting country.

COST covers door-to-door expenses (from home/starting location) to the arrival back home/end location). It is NOT necessary that the participant travels from the same country where the participant's institution is located (for example, I am a professor at a Hungarian university and I have to travel to a COST meeting in Lithuania, but I want to start my travel in Germany because at the time of starting the travel I am there. This is allowed).

All payments made to eligible participants are in Euro at an exchange rate automatically calculated by e-COST which uses the conversion rate applicable at the end date of the Action event in question.

For **more information on how to file and electronically sign the OTTR**, please refer to the OTTR User Guide:

https://www.cost.eu/uploads/2018/08/Travel_Reimbursement_Instructions.pdf.