

Claim your expenses

Pending

This form allows you to claim expenses which you may have incurred whilst attending one or more sessions of a COST meeting.

Please carefully **read** the [Travel Reimbursement Request \(TRR\) Rules](#) before filling out this form

When did you leave home? *

When did you arrive back home? *

What dates did you attend?

Click on the **dates** you **attended**:

Not attended

Remember to click on this box to mark that you attended, otherwise the DA will not be calculated correctly

[Redacted]
 [Redacted]
[Redacted]



Total allowance	EUR
Against daily allowance	0.00
Total	EUR 0.00



Save draft

Claim expenses

Allowance calculation →

Your DA will be calculated automatically by e-COST depending on your travel dates and the amount that has been established as DA. Remember that your DA covers short-distance travel (under 100km), accommodation and meals

 The **daily allowance** reimbursement depends on the **meeting location** and **travel times**. The amount covers **meals, accommodation, and short distance transport** expenses. 

 Tip: A **Local participant** resides on the **same city** as the event venue 


Do you wish to claim the **calculated daily allowance**? Yes No

Are you a **local participant** wishing to claim reimbursement of **subsistence and short distance travel expenses**? Yes No

Do you wish to claim a **lower total daily allowance**? Yes No


Travel expenses

Add any **long-distance** travel expenses being more than 100km one way (eg. **long distance train, bus, plane, car**).

 Add long distance travel expense ▼

Here you will have to upload your travel documents: e-ticket or invoice with your name, date of travel, full itinerary and price


Other travel expenses


 Add other travel expense ▾

Here you will be able to upload other travel expenses you might have incurred in, for example, visa charges to travel

Supporting documents

If you have other **documents to support your claim** which don't fit into the above categories, please **upload here**:

 **Tip:** You can **upload** up to **10MB each file**. Supported file types are: pdf, png, jpg, jpeg, gif

 Add supporting document

Here you will be able to upload other supporting documents, for example your hotel receipts

Additional information

Enter any **additional information** that could **support your claim**:

Additional info

If you believe that there is any additional information necessary to support your claim, you can add it in this box.

Bank details

Please **select the bank account** in which you want to be **reimbursed** or **add a new one**:


Select a bank account *




Please choose a bank account or add a new one

Here you should be able to select in the drop down menu the bank account you indicated when you created your e-COST profile or you can add a new one

By submitting this claim, I declare that the above expenses are not being reimbursed from any other source.

 Save draft

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 The **COST Association** and the **Grant Holder** reserve the right to **correct this document** after e-signature by the participant to comply with the COST Rules of Reimbursement. 