

RULES FOR SUBMITTING A TRAVEL REIMBURSEMENT REQUEST

- Create an e-COST profile at <https://e-services.cost.eu> including your bank details
- Submit a complete Online Travel Reimbursement Request (OTRR) form within 30 calendar days from the end date of the COST Activity, 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.

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) 	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	PUBLIC TRANSPORT > 25 € for the entire duration of the journey
	No receipts required	All public transport receipts are 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) 	A print out from an online route planner (eg. Google maps, MapQuest, Bing maps, etc) showing the route taken and the number of kilometres travelled (up to max 2000 km round trip).	
<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)	