

# COST ADMINISTRATION REIMBURSEMENT RULES

1st Working Group Meeting • 18 Feb 2020

DTU Food, Kgs Lyngby, Denmark

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## **Important**

- Sign the attendance list on both days
- Submit your travel reimbursement request within 30 calendar days after the end of the meeting
- We cannot reimburse you if you do not submit your TRR in time!!
- Make sure your e-cost profile is up-to-date
- Make sure your bank account is added to your e-cost profile

#### Invitation / COST Association Event

Prof Brecht Devleesschauwer

Meeting Details

Meeting ID

ECOST-MEETING-CA18218-180220-114416

Title M1WG + M2MC

Start Date 2020/02/18

End Date 2020/02/19

Location National Food Institute (DTU), Lyngby (Copenhagen), Denmark

Session(s) to which you are invited:

Management Committee from 2020/02/19 15:00 to 2020/02/19 17:00 (eligible for reimbursement)

Meeting

Working Group Meeting from 2020/02/18 09:00 to 2020/02/19 15:00 (eligible for reimbursement)

Step 1/5 Invitation : Accepted

Step 2/5 Reimbursement : Yes

If you decided to NOT submit a claim, please click the 'No' button above.

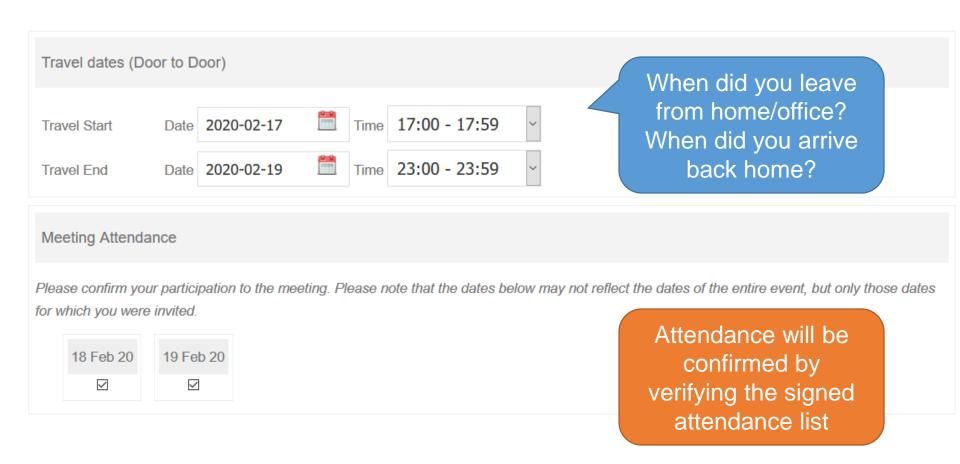
The next steps are to be completed after the event has finished.

Decline

No

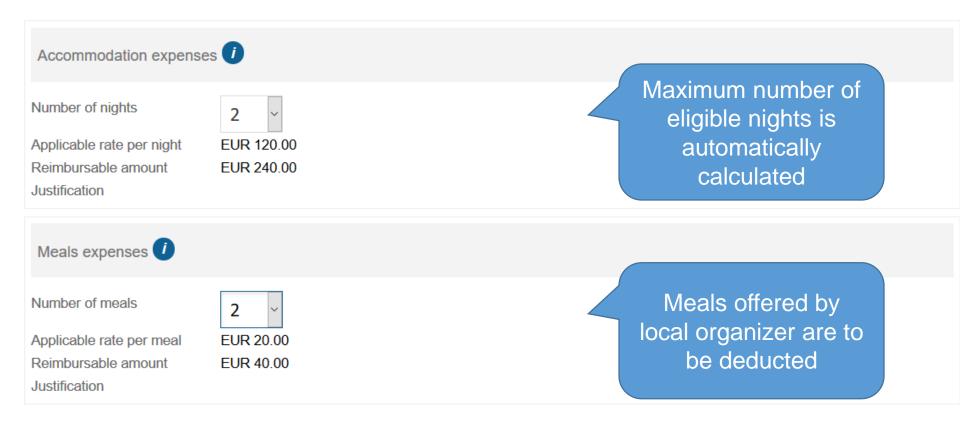
#### Step 3/5 Travel information and expenses

Please carefully read the Travel Reimbursement Request (TRR) Rules before you encode your expenses.



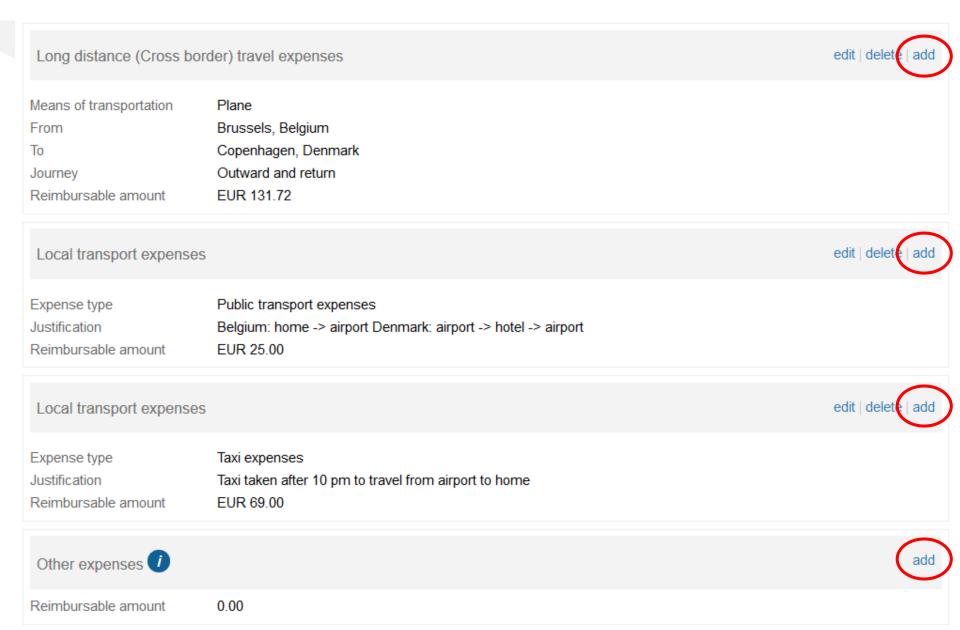
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Long distance travel expenses				
Means of transportation	Plane			
From				
Country	Belgium ( BE )	Belgium ( BE )		
City	Brussels			
То				
Country	Denmark ( DK )	V		
City	Copenhagen			
Journey				
Single	0	Economy class		
Outward and return	•	Max 1200 EUR		
Price				
Amount	131.72			
Currency	Euro	~		

#### Justification for derogation (if applicable)

Travelling to and from countries other than that where the approved meeting is being held and the country where you are residing (as registered on your e-COST profile) is a rule derogation. When this type of rule derogation is evident, you must submit an OTRR writing a valid justification in the box provided which must be accompanied with the following: The full travel itinerary and the invoice / receipt for the actual ticket that was purchased along a comparative quotes sourced from a print-out from a reputable online travel search engine (Skyscanner, Expedia, Opodo etc.) at least one month before the event will take place listing the most economical means of travel close to the dates of the meeting for the expectant journey (the expectant journey being as if the participant travelled from the country where they are residing (as registered on their e-COST profile)) to the country where the approved activity is being held and back again. You can never be reimbursed for more than the cheapest means of travel substantiated on the submitted comparative quotes and never more than the amount that was actually paid for the travel ticket in question. The lower of the two amounts determines the maximum sum that can be reimbursed.

Please note that if economy air fares exceed EUR 1 200, then prior approval from the COST Association must be obtained. If COST approval has been afforded then the approval email with the relevant supporting documentation (invoice, travel itinerary, comparative quotes etc.) must be uploaded in the section 'Supporting Documents' on the claims page.

Justification	

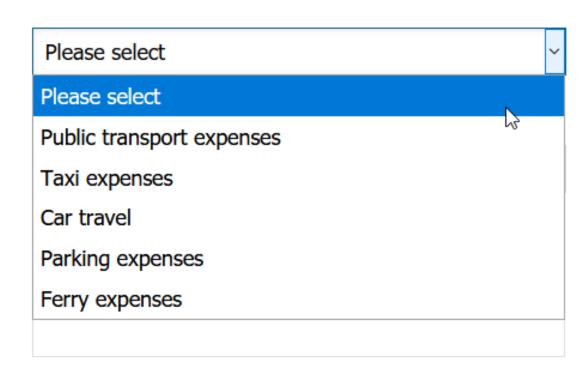
#### Local transport expenses

Expense type

Amount

Currency

Please detail the nature and price of your local transport expense(s)



#### Local transport expenses

Expense type

#### Public transport expenses



#### About Public transport expenses

Public transport expenses are bus, train, metro and tram expenses incurred when travel starts and finishes within one country. The reimbursement rules for public transport (bus, train, metro and tram) are as follows: If the amount claimed for the entire journey is equal to or less than EUR 25, then no supporting documents are required. In any case, the local transport options for your journey(s) must be detailed in the relevant section below. If the amount claimed for the entire journey is more than EUR 25, then supporting documents justifying the total amount claimed must be provided by the participant. All submitted invoices / receipts must clearly detail the name of the service provider, the full price of the ticket and the date of travel. All segments of the journey must be detailed in the relevant section below.

Amount

25

Currency

Euro

Please detail the nature and price of your local transport expense(s)

Belgium: home -> airport

Denmark: airport -> hotel -> airport

#### Local transport expenses

Expense type

Taxi expenses

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#### About Taxi expenses

Taxi expenses can be claimed in the following instances: When public transport is not available; and / or if taxis are taken before 7 am for an early travel departure and / or are taken after 10 pm due to a late arrival. Taxi expenses up to a maximum of EUR 80 for the entire journey can be claimed by eligible participants if either of the above criteria have been respected. Taxi expenses can only be paid against the amounts detailed on taxi receipts. The details (date and timing) of your taxi journey(s) must be detailed in the relevant section below.

Amount

69

Currency

Euro

Please detail the nature and price of your local transport expense(s)

Taxi taken after 10 pm to travel from airport to home

Supporting Documents			
Title / Description		(Example: plane ticket, receipts, etc.)	
File to upload		Browse	Upload
	By clicking upload, the selected document / file will be saved online.		
	You can upload files up to 2 MB each.		
	Supported file types are: pdf, xps, png, jpg, jpeg, gif.		

ACCOMMODATION & MEALS	SUPPORTING DOCUMENTS TO BE UPLOADED IN E-COST		
Same flat rate for all participants  ■ Hotel: Up to max 120 €/night	No receipts required		
<ul> <li>Meal: Up to max 20 €/meal (only lunch and dinner)</li> </ul>			
LONG DISTANCE TRAVEL EXPENSES			
• 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> <li>Train Cross-Border</li> <li>Bus Cross-Border</li> <li>Ferry Cross-Border</li> </ul>	Receipt including date, time, route and rate (First class or Business class are eligible)		
LOCAL TRANSPORT EXPENSES			
<ul> <li>Train within 1 country</li> <li>Bus within 1 country</li> <li>Metro within 1 country</li> <li>Shuttle within 1 country</li> </ul>	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> <li>Car Travel across border or within 1 country</li> <li>0.20€/km when travelling alone</li> <li>0.30€/km when travelling with another eligible COST passenger (the driver is NOT a passenger)</li> </ul>	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).		
■ 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:  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> <li>Parking</li> </ul>	Receipt including date and time (max one day before the meeting and one day after the meeting)		

#### Step 4/5 Bank Account

Select an account

Select the Bank Account you would like to get reimbursed on above. To select a non-listed account, click "Add a new account". After selecting your bank account, you will be able to preview a draft version of your TRR (Travel Reimbursement Request) Form to verify the details.

Once you have selected your bank account you will be able to review your TRR and submit your claim.

Save

Step 4/5 Bank Account

Brecht Devleesschauwer / BE25001376719582

Now you can preview a draft version of your TRR (Travel Reimbursement Request) Form and verify the details.

Preview TRR

#### Step 5/5 Submission

This COST event has not concluded. Please, revisit this page after you have attended the event in order to finalise and submit your claim.

## Important links

https://www.cost.eu/Travel\_Reimbursement\_In structions

https://www.cost.eu/vademecum

When in doubt, contact us!

## Program in a nutshell

Tuesday 18 Feb	Wednesday 19 Feb
Introductions	Invited speakers
Coffee break	Coffee break
Abstract sessions	WG sessions conclusions
Lunch	Lunch
WG sessions	MC meeting
Coffee break	Coffee break
WG sessions	