

COST ADMINISTRATION REIMBURSEMENT RULES

1st Working Group Meeting • 18 Feb 2020

DTU Food, Kgs Lyngby, Denmark

brecht.devleeschauwer@sciensano.be

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 Meeting from 2020/02/19 15:00 to 2020/02/19 17:00 (eligible for reimbursement)
- Working Group Meeting from 2020/02/18 09:00 to 2020/02/19 15:00 (eligible for reimbursement)

Step 1/5 Invitation : Accepted

Decline

Step 2/5 Reimbursement : Yes

No

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.

Step 3/5 Travel information and expenses

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

Travel dates (Door to Door)

Travel Start	Date	<input type="text" value="2020-02-17"/>		Time	<input type="text" value="17:00 - 17:59"/>	<input type="button" value="v"/>
Travel End	Date	<input type="text" value="2020-02-19"/>		Time	<input type="text" value="23:00 - 23:59"/>	<input type="button" value="v"/>

When did you leave from home/office?
When did you arrive back home?

Meeting Attendance

Please confirm your participation to the meeting. Please note that the dates below may not reflect the dates of the entire event, but only those dates for which you were invited.

<input type="text" value="18 Feb 20"/>	<input type="text" value="19 Feb 20"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Attendance will be confirmed by verifying the signed attendance list

Step 3/5 Travel information and expenses

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

Accommodation expenses i

Number of nights	<input type="text" value="2"/>
Applicable rate per night	EUR 120.00
Reimbursable amount	EUR 240.00
Justification	

Maximum number of eligible nights is automatically calculated

Meals expenses i

Number of meals	<input type="text" value="2"/>
Applicable rate per meal	EUR 20.00
Reimbursable amount	EUR 40.00
Justification	

Meals offered by local organizer are to be deducted

Step 3/5 Travel information and expenses

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

Long distance (Cross border) travel expenses edit | delete | **add**


Means of transportation Plane
From Brussels, Belgium
To Copenhagen, Denmark
Journey Outward and return
Reimbursable amount EUR 131.72

Local transport expenses edit | delete | **add**

Expense type Public transport expenses
Justification Belgium: home -> airport Denmark: airport -> hotel -> airport
Reimbursable amount EUR 25.00

Local transport expenses edit | delete | **add**

Expense type Taxi expenses
Justification Taxi taken after 10 pm to travel from airport to home
Reimbursable amount EUR 69.00

Other expenses  **add**

Reimbursable amount 0.00

Long distance travel expenses

Means of transportation

Plane

From

Country

Belgium (BE)

City

Brussels

To

Country

Denmark (DK)

City

Copenhagen

Journey

Single

Outward and return

Price

Amount

131.72

Currency

Euro

Economy class
Max 1200 EUR

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)

Please select	▼
Please select	
Public transport expenses	
Taxi expenses	
Car travel	
Parking expenses	
Ferry expenses	

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

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 <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	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)	

Step 4/5 Bank 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.

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_Instructions
- <https://www.cost.eu/vademecum>
- When in doubt, contact us!

Program in a nutshell

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