

2.5.3. Working Group (WG) Members

The Working Groups usually consist of a small number of researchers selected by the MC or by a procedure decided by the MC.

WG members may be MC members or other researchers from a participating country contributing to the achievement of the objectives of the Action.

2.5.4. External Experts and Invited Speakers

It may be necessary to invite external experts to a COST meeting to address a topic where their expertise would contribute to the objectives of COST.

The reimbursement of invited experts, keynote speakers and session chairs from non-participating countries is normally limited to 4.

2.5.5. Domain Committee rapporteur

The DC Action rapporteur(s) officially nominated by the Domain Committee are invited to the Management Committee meeting.

2.5.6. Other

In exceptional cases, the COST Office reserves the right, at the request of the MC, to analyse the possibility of reimbursement of any person that furthers the interests and aims of COST. This may include participation in special scientific meetings, relevant policy making events and synergy creating activities.

See also section 9. Institutions from non-COST countries in the COST Vademecum (Part A) – Pay-as-you-go System.

2.6. Participants Entitled to Reimbursement

Among the **eligible participants** (see 2.5), a certain number will be selected by the Chair of the Action on behalf of its Management Committee (MC) as **entitled to reimbursement**. This entitlement means that COST will reimburse the travel, meals and accommodation necessary to attend a COST event.

The Chair has the final responsibility for approving the list of participants entitled to be reimbursed and to notify it to the Grant Holder who sends the invitations. The Chair can delegate this approval task to another MC member (i.e. when the MC member is the Local Organiser of a meeting or a member of the MC Core Group)

2.7. Eligible Costs - Reimbursement Rules

2.7.1. Introduction

Participants in COST meetings should arrive/depart as close as possible to the beginning/end date of the meeting. If participants have activities not related to COST either

before or after the meeting, they should indicate the dates and times of departure from and return to their home as if they had only attended the COST meeting.

The participant eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received or is not entitled to any similar reimbursement or allowance from a third party.

For audit purposes, the Grant Holder or the COST Office may contact the home institution of a participant regarding double payments.

2.7.2. Accommodation

The flat reimbursement rate is **EUR 120 per night** for accommodation and breakfast. The MC may decide to lower this rate in the case of economic accommodation arrangements. The accommodation costs are paid directly by the participant.

The **maximum** number of nights that may be reimbursed equals the number of attended meeting days (as evidenced by the signed attendance list) + 1 (the night prior to the start date of the meeting).

Any deviation will require an explicit justification under "Other/remarks" of the COST Travel Reimbursement Request, supporting documentation, and an approval from the COST Office and the Management Committee prior to the expense

2.7.3. Meals

Lunch (including coffee breaks) and dinner expenses will be reimbursed at a fixed rate of **EUR 20 each**. Meals offered by the Local Organiser will not be reimbursed.

2.7.4. Travel Expenses

2.7.4.1. Introduction

Expenses are funded on the principle of the most economical overall expenditure.

2.7.4.2. Travel by Plane, Train or Long Distance Bus (coach)

- The most economical arrangement has to be considered when traveling by air. Therefore early booking is recommended. Originals or legible photocopies of the ticket (and the invoice if the price is not indicated on the ticket) have to be enclosed to the travel reimbursement request. Business class can only be reimbursed under exceptional conditions and needs the prior approval of the Grant Holder. **Air tickets exceeding EUR 1 200 require prior approval from the COST Office.**
- For local airport transfer, the most economical means of transport should be used.
- The shortest and most economical route by rail or bus between the departure point and the place where the meeting is held must be used. First class rail or bus travel may be reimbursed by the Grant Holder.

- The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleepers (instead of hotel) are eligible expenses.

2.7.4.3. Travel by Private or Hire Car

- The use of a private or hire car is reimbursed on the basis of **EUR 0.20 per kilometre** (no fuel, toll, car park etc. will be reimbursed) for one person traveling alone. Where two or more persons are entitled to reimbursement of travel expenses and use the same car, only the person responsible for the car shall be reimbursed at the rate of **EUR 0.30 per kilometre** and the name of the passengers must be declared on the reimbursement form.
- Travel by car for a distance of more than 2 000 km total is normally not reimbursed and in any case no additional accommodation is paid.
- A proof of distance including address of departure has to be attached (print-out from websites such as Via-Michelin, Maporama, Mappy, Google Maps, etc.).

2.7.4.4. Local Transport

For local transport expenses receipts are not required under a total of **EUR 25** (out & return). If the total amount for the entire trip exceeds **EUR 25**, copies of all justifications and receipts have to be added to the reimbursement form.

2.7.4.5. Taxi

Taxi fares are limited to **EUR 40** in total for the entire trip. Receipts are always required. They shall only be reimbursed where no reasonable public transport is available. Any deviation from this rule will require an **explicit justification** and an approval from the MC Chair or the Grant Holder.

2.7.4.6. Others

- If a visa is required to travel to a country, fees may be reimbursed upon production of a supporting document (e.g., receipt from the consular section issuing the visa).
- Parking expenses may be refunded in exceptional cases, when these expenses are economically justified (e.g., in airport parking). In such cases, parking receipts are required.

2.7.5. Remarks

For the reimbursement of travel costs, originals or legible photocopies of **transport tickets** must be provided **with the claim form**. They must clearly indicate **the amount paid** and the **full routing** (showing departure/arrival dates and times).

Only fully completed reimbursement forms shall be considered by the Grant Holder (including fields such as bank account details, meeting ID, departure/arrival dates/times and etc.).

Participants must be registered prior to the meeting in the COST Database:
<https://e-services.cost.eu>.

If the complete reimbursement form is not submitted within 60 days, it is presumed that no claim for payment or for reimbursement of expenses will be requested by the participant.

Originals or legible photocopies of all travel documents must be kept by the participant for five years after the meeting.

Reimbursement is in **euro**, at exchange rate calculated at the meeting date.

The following are some examples of **items not eligible for reimbursement**:

- Registration fees, costs of health, life and luggage insurance are **not** reimbursed;
- Cancellation insurance will only be reimbursed for non-changeable low cost tickets or similar not changeable tariffs;
- Other costs such as telephone calls etc. cannot be reimbursed.

Any other arrangements may be considered in exceptional cases subject to prior approval from the COST Office.

2.8. Travel Reimbursement Form

TRAVEL REIMBURSEMENT REQUEST - version 2.1

1. MEETING DETAILS (ECOST-MEETING-ActionNr-Date-000005)						
Meeting Title: Extra Staff Meeting				Start Date:	End Date:	
Action Number:						
Grant Holder:			E-mail:	Tel:	Fax:	
2. PARTICIPANT – information can be found at www.cost.esf.org/e-cost						
FAMILY NAME:				FORENAME:		
BIRTHDAY:				TEL:		
E-MAIL:				INSTITUTION COUNTRY:		
3. BANK DETAILS – In order to be reimbursed, you must first register your IBAN and SWIFT/BIC code via www.cost.esf.org/e-cost						
NAME OF ACCOUNT HOLDER:				BIC:		
NAME OF THE BANK:				IBAN:		
4. ACCOMMODATION and MEALS						
Travel START (door-to-door)				Date:	Time:	
Travel END (door-to-door)				Date:	Time:	
4a. HOTEL - Total number of hotel nights (fixed rate of €120/night - no receipt required)				Number:	Total (€):	
4b. MEALS - Entered by the Grant Holder (fixed rate of €20/meal - no receipt required)						
5. TRAVEL EXPENSES						
PLANE, TRAIN, Long Distance BUS, etc.	From	To	To (Return)	Amount	Currency	€
Continue on separate sheet if required						
5b. CAR (including rented car)				From:	To:	To (Return)
Proof of distance attached including address of departure:						Km (both ways)
Name of additional COST passenger:						
Reimbursement fixed rate 0.30 € / km or 0.30 € / km with additional passenger						Total (€):
5c. LOCAL TRANSPORT – For local transport expenses no receipts are required under a total of €25 (single & return). Above €25 (in total for the entire trip) add detailed justification & receipts.						
5d. TAXI – Taxi fares are only reimbursed where no reasonable public transport is available and are limited to €40 in total for the entire trip. Receipts are always required.				Amount	Currency	€
6. OTHER / REMARKS						

I certify that this travel claim is a true statement of travel expenses incurred by me. I have not been and will not be reimbursed for these expenses from any other source nor have I included any expenses paid or to be paid directly from another source. I am aware that my home institution may be informed about this payment. I have read the rules for travel reimbursement request and agree to them.

Date:

PARTICIPANT SIGNATURE: