

## COST OFFICE

Issue for **new forms** 31 03 05

### **Rules for reimbursement of expenses for experts eligible for reimbursement**

*Please read carefully before completing the form.*

Participants in COST meetings should arrive and depart as close as possible to the beginning and end of the meeting. In cases where participants have been on non-COST activities either before or after the meeting they should indicate the dates and times of departure and return to their home as if they had only attended the COST meeting.

The expert eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received any similar reimbursement or allowance or is not entitled to a similar reimbursement or allowance from another Institute or organization or person for the same trip.

#### **1. Travel costs are refunded on the principle of the most economical overall expenditure**

##### **1.1 Travel by train and/or bus or long distance bus:**

- The shortest and most economical route by first-class rail or bus between the departure point and the place where the meeting is held must be used.
- The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleeper (instead of hotel) are eligible expenses.

##### **1.2 Travel by air:**

- For travelling by air low cost tickets have to be used. To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed. The most economical tariff shall be reimbursed on production of the ticket. Business class can only be reimbursed under exceptional conditions and needs the prior approval of the COST secretariat. **Air tickets exceeding €1200 require prior approval by the COST Office**
- Local airport transfer should use the most economical means of transport. Airport parking can be reimbursed if economical.

##### **1.3 Travel by private or rented car:**

- The use of a private or rented car is refunded on the basis of 0.20 € per kilometre (no fuel, toll, ferry, car park etc. will be reimbursed) **for one person travelling alone**. Where two or more persons entitled to reimbursement of travel expenses use the same car, only the person responsible for the car shall be reimbursed at the rate of 0.30 € and the name of the passengers—must be declared on the reimbursement form. Travel by car for a distance of more than 2000 km total are normally not reimbursed and in any case no additional accommodation is paid

#### **IMPORTANT**

- For the reimbursement of travel costs, originals or legible photocopies of **air/train tickets** must be provided **with the claim form**. They must clearly indicate **the amount paid** and the **full routing**.
- For local transport expenses no receipts are required under a total of EUR 25 (out & return). If the total amount exceeds EUR 25, copies of all justifications and receipts have to be added to the reimbursement form.
- Copies of all travel documents must be kept by the expert until the payment has been received.
- Reimbursement is in **Euro**.
- **Taxi fares** shall only be reimbursed where no reasonable public transport is available. Receipts are always required and above €40 also an explicit justification is needed.
- 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.

#### **2 Accommodation**

Reimbursement for room and breakfast will be made on the basis of a fixed rate of EUR 110 per night and to a maximum of one night before and one after the meeting. If any more nights are requested, the reason for the extended stay (e.g. savings on air fare) has to be explained under “Other/remarks” and be approved by the COST Office.

#### **3 Meals and sundries**

Lunch (including coffee breaks) and dinner expenses will be reimbursed at a fixed rate of EUR 20 each. Meals provided by a separate COST meeting support will not be paid. Other costs such as telephone calls etc. cannot be reimbursed.

**Note:** Any other arrangement may be considered under exceptional cases subject to prior approval by the COST-office