

Rules for Travel Reimbursement and Daily Allowance at COST-funded events¹

Administrative requirements

In order to see their claim being reimbursed participants to an Action event shall:

- Have an e-COST profile at <https://e-services.cost.eu/> including bank details;
- Have received an e-COST invitation to the meeting / training school and have accepted it
- Sign the attendance list on each day that they attend the meeting;
- Submit via e-COST a completed Online Travel Reimbursement Request (OTRR) as soon as possible and not later than 30 calendar days after the end of the meeting;
- Upload legible copies of all invoices / receipts and relevant supporting documents onto e-COST.

Travel reimbursement Claims

The participants shall, in order to see their long-distance (100 km<) travel expenses being reimbursed, attach supporting documents which shall clearly detail:

- The boarding pass/ticket
- The invoice clearly detailing:
 - The name of the service provider;
 - The mode of transport taken;
 - The full price paid for the ticket;
 - The name of the passenger if applicable;
 - The travel dates, departure and arrival times (an invoice only showing the amount will not suffice).

Failure to provide the required supporting documents with the information mentioned above may lead to the rejection of the claim.

Daily Allowance Claims

For events in Slovenia, participants are entitled to receive a lump sum of 187 EUR per every full 24 hours spent in the country (for less than 24 hours participants receive a commensurate amount, and the maximum stay that may be reimbursed is <=24 hours before and after the event itself).

The Daily Allowance is meant to cover the costs of accommodation, meals, and short distance (<100 km) travel expenses for the participants. As the daily allowance is paid as a lump sum, no invoices for accommodation, meals, and short distance travel are required (nor will they be accepted).

Travel start date:	
- travel starts before 11:59	Full allowance reimbursed
- travel starts between 12:00 and 18:59	90% of Daily Allowance reimbursed
- travel starts after 19:00	80% of Daily Allowance reimbursed

Travel end date:	
- travel ends between 12:00 and 18:59	10% of Daily Allowance reimbursed
- travel ends after 19:00	20% of Daily Allowance reimbursed

Event days	
Attended event days (based on signed attendance list)	Full allowance reimbursed per day

¹ Detailed instructions on how to submit the travel reimbursement and daily allowance claims shall be shared via email after the conference.