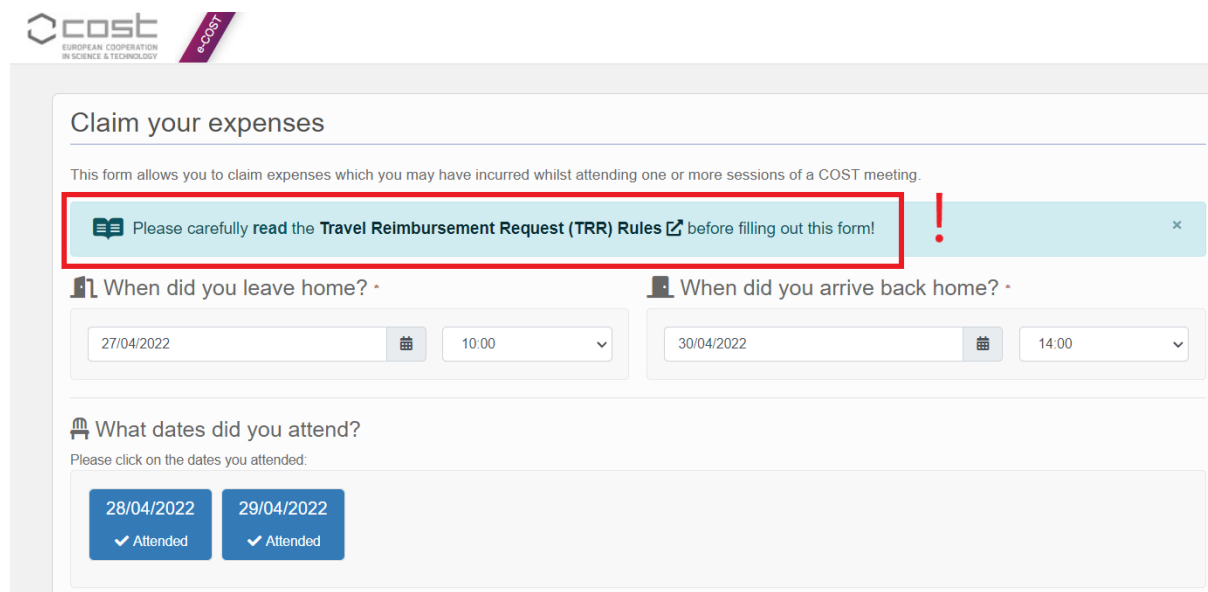


Guide – How to claim your travel reimbursement

1. **Log in to your personal e-COST account.** The opening page will immediately display the event that you attended. You need to click on the option 'Claim your expenses'
2. **Please observe the reimbursement rules before submitting your claim.** Do not claim reimbursements for e.g. hotel/taxi/meal costs as these are meant to be covered from the daily allowance which you are automatically eligible for provided that you attended in person and signed the attendance sheet.



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e-COST

Claim your expenses

This form allows you to claim expenses which you may have incurred whilst attending one or more sessions of a COST meeting.

Please carefully read the **Travel Reimbursement Request (TRR) Rules** before filling out this form!

When did you leave home? - 27/04/2022 10:00

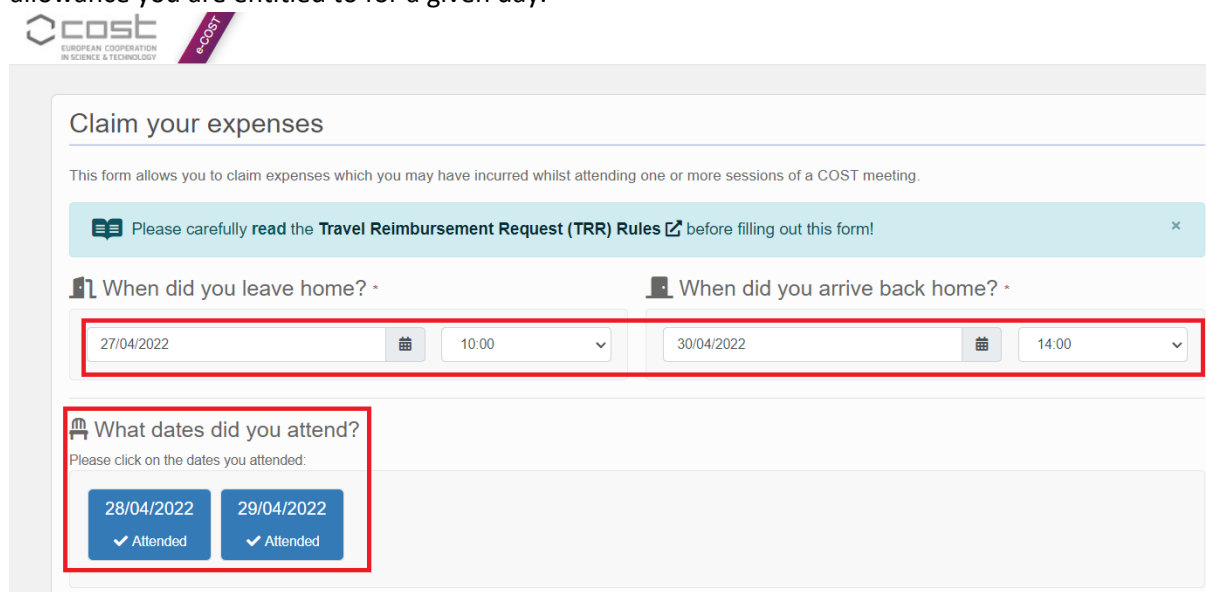
When did you arrive back home? - 30/04/2022 14:00

What dates did you attend?
Please click on the dates you attended:

28/04/2022 ✓ Attended

29/04/2022 ✓ Attended

3. **Be sure to CLICK ALL DATES THAT YOU ATTENDED**, otherwise the daily allowance will be calculated incorrectly and you may receive less than you are eligible for. By adding the exact hour of your departure from/arrival to home, e-COST will be able to determine the % of daily allowance you are entitled to for a given day.



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When did you leave home? - 27/04/2022 10:00

When did you arrive back home? - 30/04/2022 14:00

What dates did you attend?
Please click on the dates you attended:

28/04/2022 ✓ Attended

29/04/2022 ✓ Attended

4. **Are you a local participant** (this means you live less than 100 kilometers from the venue where the meeting took place)? If so, you may choose to be reimbursed only for your travel costs to get to the venue.



Allowance calculation

i The **daily allowance** reimbursement depends on the **meeting location** and **travel times**. The amount covers **meals, accommodation, and short distance transport** expenses.

Tip: A **Local participant** resides on the **same city** as the meeting venue.

Do you wish to claim reimbursement of **daily allowance** expenses? Yes No

Are you a **local participant** wishing to claim reimbursement of **local transport expenses only**? Yes No

€ You will have a **total allowance** of **EUR 248.30**

[See the calculation breakdown](#)

5. **Check whether the 'total allowance' displays a correct amount** of daily allowance reimbursement. If not, go back to step 3.

How your total allowance is calculated

i The **daily allowance** reimbursement depends on the **meeting location** and **travel times**. The amount covers **meals, accommodation, and short distance transport** expenses.

? The **maximum daily allowance** for this meeting was set at **EUR 191.00 / day**

Date	Calculation	Reason	Daily allowance
28/04/2022	100%	maximum daily allowance	EUR 191.00
29/04/2022	- 70%	travel ended between 12:00 and 19:00	EUR 57.30

Total Allowance = EUR 248.30

Understood, thank you

6. **Type in the amount you paid for your ticket IN THE SAME CURRENCY AS ON THE INVOICE. E-COST will calculate the exchange rate, you needn't do it.**

Add Travel expense / Plane

Origin city *
Bratislava, SVK

Destination city *
Budapest, HUN

Origin country *
Slovakia (SK)

Destination country *
Hungary (HU)

Ticket type *
Return One way

Amount *
125

Currency *
Euro (EUR)

Supporting documents

Tip: You can upload files up to 2 MB each. Supported file types are: pdf, xps, png, jpg, jpeg, gif

Document description, eg: Ticket, re No file selected... Choose file Delete

Add supporting document

Calculated distance: 162km Recalculate route

Justification

Close Add expense to claim

7. **Make sure all supporting documents listed below are uploaded, otherwise your claim will have to be rejected. If your supporting documents include relevant parts that are written in a non-Latin alphabet (e.g. Cyrillic, Hebrew), provide a translation along with them!**





Travel expense / Plane

⚠ Before submitting your claim, please verify that you have uploaded the information required:


- ✓ Name of airline company / travel agency
- ✓ Full price of the ticket
- ✓ Name of the passenger
- ✓ Dates of travel
- ✓ Departure time for inbound and outbound flights

Close

8. **Finally, submit your reimbursement claim and wait for a 6-digit code to arrive in your email inbox** (the email address you are registered with in e-COST!). Type in the 6-digit code to the bracket 'Authorisation code' in e-COST. This will qualify as an e-signature, after which your claim is complete!

  Contact Us  

Next: e-Sign Document

Dear 

Your e-Signature has been requested on the document [Ref: E-COST-MEETING-CA20112-280422-1b612abf-279529](#).

To complete this e-Signature, please enter the authorisation code (6 digit code) from the e-mail we sent to you into the field below and then click the button to e-Sign the document.

Authorisation code *

[e-Sign Document](#)


This e-Signature request expires on **02/05/2022 at 13:49**

Confirmation e-mail

For security reasons, **a confirmation e-mail is sent to your primary e-mail address**

By sending you an e-mail containing a security code, e-COST increases the security to be able to perform an e-Signature: it will confirm that you are really the user currently logged in.

This e-mail will explain how to proceed for the next steps. It contains a security code and clickable links to make it easy for you.



[Not received the e-mail? Problem during e-Signature?](#)

[Want to know more about e-Signature?](#)