Cost Reimbursement Guide

This document is designed to assist everyone involved in the reimbursement process. It highlights common mistakes and provides tips on how to avoid them.

Car travel
Common mistake: Participants do not provide supporting documents for car travel, or the supporting documents do not show the exact time of the arrival and departure.

Equal more than 101 km one-way: In case the participant travels to the destination of the event by car, and starts the travel on the day before and ends the day of/after the meeting date/s a parking receipt showing parking dates or a screenshot for SMS payments needs to be uploaded to the e-Cost. In case the participant travels by car plus other traveling methods (plane, bus, ferry, etc.) the same rules apply as in the previous case. The arrival and departure date and time should be clear based on the document provided. Parking tickets are not reimbursed independently. They are already included in the DA as incidental costs.

Equal less than 101 km one-way: In case the travel starts on the day before and ends the day after the meeting date/s there is **no need** to upload supporting documents (accommodation or meal invoices) on the e-Cost, and the participant will still receive their daily allowance and travel costs. The same rules apply in case the participant travels by car plus other traveling methods (plane, bus, ferry, etc.).

Please, consult the attached Car travel guide.

Costs
Common mistake: Participants round up or down the price of their tickets.

Every participant must enter the **same amount and currency** in e-Cost as shown on the ticket or invoice they upload to the system. For example, if a participant wants to be reimbursed for a flight ticket that cost 323.56 dollars, they must enter 323.56 dollars in the cost calculator. The system cannot round the ticket price up or down and will automatically convert the currency into euros, so the participant does not need to worry about currency conversion.

Tickets
Common mistake: The uploaded documents do not have all the information needed on them.

Each participant should upload a ticket/ invoice/ boarding pass that states not only the **date** of the travel but the **time of departure and arrival** as well. Also the **name of the participant,** the **name of the service provider**, **mode** of transport, full **price** paid for the ticket, and the type of **extra charges** (eat reservation, extra leg room, exit row seat,fast lane, priority boarding, sms priority boarding fees, luggage associated expenses).

Attendance
Common mistake: Participants mark days in the e-cost as 'attended', however, they did not sign the attendance sheet.

Each participant should record their **attendance** in the online system based on the day they signed the attendance sheet. The **signatures** on the attendance sheet must match the attendance recorded in e-Cost.

24 hour stopover
A stopover occurs when a traveler intentionally pauses for over 24 hours in a connecting city before reaching their final destination. If the costs for each journey segment cannot be identified, 30% of the total ticket price will be deducted.

A layover refers to the waiting time between two connecting flights at the airport or different modes of transport (eg. Train + flight, flight+ bus, etc). A layover should not exceed a duration of 24 hours. Anything longer than 24 hours is considered a stopover.

For more information check out the reimbursement rules document of the event you will attend, which can be found on the Profeedback website in the call of the conference/ training school, and the Cost Travel Reimbursement Rules document.