

"SHAPING THE FUTURE: EVALUATING PROGRAMS AND POLICIES IN PUBLIC EDUCATION AND YOUTH POLICY"

EUROPEAN RESEARCH CONFERENCE

Budapest 18-19 June 2025

Reimbursement rules for speakers and presenters

Who can receive reimbursement?

Everyone can receive reimbursement 1) who was formally accepted to actively contribute as a speaker or presenter, 2) who fulfill the following criteria:

- Have an e-COST profile at <https://e-services.cost.eu> including up to date bank details.
- Be eligible to receive financial support (see page 60 of the [COST Annotated Rules](#)).
- Have received an e-COST invitation to the Conference and have accepted it.
- Sign the attendance list on each attended day

What expenses are included in the reimbursement?

Two main types of eligible expenses – daily allowance and travel costs

The daily allowance is calculated against:

- The actual number of days of attendance to the approved activity (as confirmed against participant's signature on the official attendance list for each day of the event that they attend);
The participant may arrive on the day before the activity commences and/or leave one day after the activity finishes. The DA is then calculated accordingly;

- The participant's travel start- and end dates and hours;

The participant shall provide other supporting documents (e.g. accommodation or meal invoices) attesting their travel dates so that the daily allowance can be correctly calculated, **only in the cases when:**, (i) cannot provide proof of the travelling date and hours or (ii) does not submit a long distance travel reimbursement request. **In those cases when the travel hours cannot be ascertained from the supporting documents, the duration of the start or return journey(s) shall be increased for the purpose of calculating the daily allowance, by a fixed period of 2 hours.**

Participants invited to a COST Action event can estimate the amount of daily allowance they could receive on e-COST by accepting the invitation and start completing the reimbursement claim.

Recommendations:

In order for the Action to make best use of the COST Grant:

- When two eligible participants share the same accommodation, whilst both participants are allowed to claim the daily allowance, they are invited to consider claiming the full daily allowance of only one of them and the other participant to claim **50%** of the daily allowance;
- When an eligible participant's primary affiliation is in the city of the event, the participant is invited to claim only **50%** of the daily allowance. This option can be selected when completing the Online Travel Reimbursement claim in e-COST.
- Participants are advised to book a refundable hotel room.

A1-3.1.3.2 LONG-DISTANCE TRAVEL EXPENSES

Long-distance travel is any travel equal to or above 101 km one way between a main transportation hub at the point of departure and the main transportation hub at the event venue and return to a main transportation hub at the point of arrival.

Long-distance travel modalities may be by train, ferry, bus, plane, car (see special provisions for transport by car below.)

Transport to and from a main transportation hub (meaning an airport, harbour, main train or bus station) is covered by the daily allowance if the distance is less or equal to 100 km one way. This is considered as short-distance travel.

Eligible participants receive daily allowance and financial support for travel directly related to the COST activity they were invited for. Extra travel costs linked to any non-standard travel options (such as adding extra days to one's trip or deviations from the normal itinerary, whether for personal

or for professional reasons), shall not be reimbursed. For the purpose of implementation of these principles, the following definitions shall apply:

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**.

A stopover is when a traveller intentionally pauses their journey in a connecting city or country for more than 24 hours before continuing to their final destination. In this event, if the cost of each portion of the journey cannot be identified, 30% of the total amount of the ticket shall be deducted.

Purpose

Layovers are typically necessary for passengers to change planes/mode of transport, on the way to their final destination or back, when there are no direct flights available or when it is cheaper to have a connecting flight.

Stopovers are mostly a traveller's choice to deliberately pause the journey at a connecting point and spend at least 24 hours in the connecting city before continuing on to their final destination.

On top of the Administrative requirements as per A1-3.1.2 above, the participants shall, in order to see their long- distance travel expenses being reimbursed, upload in e-COST supporting documents which shall clearly **detail**:

- The name of the service provider;
- The full price paid for the ticket;
- The name of the passenger if applicable;
- The travel itinerary including travel dates, departure and arrival cities (for plane), departure and arrival times (an invoice only showing the amount will not suffice). In cases when the travel hours cannot be ascertained from the supporting documents, the duration of the start or return journey(s) shall be increased for the purpose of calculating the daily allowance, by a fixed period of 2 hours;
- The type of extra charges claimed such as seat reservation, extra leg room, exit row seat, fast lane, priority boarding, sms priority boarding fees, luggage associated expenses, sustainable fuel surcharge and the associated amount paid for, if applicable.

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

A complete copy of the travel booking or ticket is required. Print screens or partial documents are not accepted.

In case a participant attends two consecutive Action events (e.g. a Meeting followed by a Training School), their long travel distance expenses shall be claimed in e-COST for only one of the events.

Recommendation:

Participants are advised to contract a travel cancellation insurance for all their long-distance travel. Cancellation insurance is an eligible expense included in the long-distance travel expenses.

Specific conditions for Car travel expenses:

Long distance Car travel (equal to or above 101 km one way) is limited to a maximum distance of 1000 km for the entire journey from any point of departure to the event venue and return to a point of arrival;

Car travel shall be reimbursed at EUR 0.35 per km based on:

- the proof of distance in km from the point of departure and the event venue. An automatic distance calculator is included in e-COST;
- parking receipt which shall clearly detail the parking date(s). If parking is paid by sms, a print screen of the sms shall be uploaded in e-COST
- If multiple participants travel together, only one person may claim the reimbursement of the number of km. Other eligible participants travelling in the same car are not eligible for the reimbursement of the car km.

Travellers who choose to travel by private vehicle should arrange for sufficient coverage with their car insurance provider for damages caused to the vehicle, the occupants and third parties. These costs are not eligible for reimbursement.

A1-3.1.3.3 OTHER TRAVEL EXPENSES: VISA EXPENSES

Participants may claim a contribution towards the required visa costs to travel to the meeting venue as follows:

- **visa processing fees or exit visa fees relevant to attending approved COST event(s);**
- **Attach supporting documents:**
 - Receipt / stamp from the embassy / consulate issuing the visa;
 - Amount paid for the visa fee.

A1-3.1.4 NON ELIGIBLE TRAVEL EXPENSES

The following expenses may **never** be claimed as travel expenses:

- Any expenses claimed on top of the daily allowance or long-distance travel such as **incidental costs** (taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel, tips, etc.) or additional accommodation or meals;
- Conference / registration fees;
- Lecture fees and honoraria;
- Third party service fee for visa processing (including form filling assistance, appointment bookings; visa application reception; information collection; data processing; transfer to the Embassy; reception and sorting of passports; express courier return; contact of applicants upon return of passports from the Embassy; handling telephone, online messages or email enquires of applicants by Call Centre; assistance Visa On Web, SMS costs, photograph cost or photocopies, postage expenses);
- Stand-alone medical or life insurance;
- Luggage insurance;
- Carbon offset fees. Nonetheless, COST Actions are encouraged to consider the environmental impact of their activities when making their plans and or look for other sources of funding for this expense.
- Fees, charges, and/or penalties linked to a participant changing or having to rebook travel tickets;
- Wi-Fi, telephone, internet, laundry and mini-bar consumption expenses;
- Printing and postage expenses;
- Regional and / or national taxation fees; stamp duty expenses;
- Bank charges / **exchange or commission fees** on reimbursement made by the Grant Holder (or COST Association for centralised events).

Example of a traveling route and claimable expense:

Ex 1: A participant affiliated to a Lithuanian University travels to a meeting held in Santa Cruz de Tenerife, Spain. The travel route selected is a flight from Vilnius to Tenerife North and using a car to reach Santa Cruz de Tenerife. The participant will submit a claim as follows:

- Long distance travel: Plane from Vilnius to Tenerife – reimbursement on face-value under the cap (see A1- 3.1.3.2 for details);
- Public transport from place of affiliation to the airport and return (less than 100 km one way) together with meals and accommodation: included in the daily allowance (see A1-3.1.3.1 for details);
- Car used from Tenerife airport to Santa Cruz (less than 100 Km one way): included in daily allowance;
- Public transport from Santa Cruz to Tenerife airport (less than 100 Km one way): included in daily allowance.

Ex 2: A participant travels to a meeting held in Milan, Italy. The travel route selected is a car travel from Lillehammer and a flight from Oslo to

Milan.

On the way back the participant travelled from Milan, stopped in Warsaw to catch the connecting flight back to Oslo on the same day. The participant will submit a claim as follows:

- Long distance travel: Car from Lillehammer to Oslo airport - reimbursement on kilometre calculation under the cap (see A1-3.1.3.2 for details) and submission of parking receipt;
- Long distance travel: Plane from Oslo to Milan and return via Warsaw – reimbursement on face-value under the cap (see A1-3.1.3.2 for details);
- Public transport from Milan airport to meeting venue (less than 100 Km one way): included in daily allowance.

Ex 3: A participant is affiliated in a SME in Prague. She has a COST Action meeting in Seville on a Thursday and Friday. She leaves Prague by plane on Monday to spend a few days in Madrid. She takes a train from Madrid to Sevilla on Thursday morning to attend the meeting. She leaves Sevilla on Saturday, taking a train from Sevilla to Cordoba where she spends 2 more days, followed by a train from Cordoba to Madrid where she takes the plane back to Prague. The participant will submit a claim as follows:

- Long distance travel: Train from Madrid to Sevilla and train from Sevilla to Cordoba – reimbursement on face- value under the cap (see A1-3.1.3.2 for details);
- The daily allowance related to the meeting is for Thursday, Friday, and Saturday (see A1-3.1.3.1 for details).

Ex 4: A participant travels from Washington, USA to a meeting in Amsterdam, stopping over for 48 hours in Paris. The participant submits one single plane ticket of a value of 1.000€. The participant shall submit the claim as follows:

- Long distance travel: 700€ (70% of the plane ticket value) – reimbursement on face-value under the cap (see A1-3.1.3.2 for details).

SUMMARY table

	Daily allowance (accommodation, meals, and short-distance transport expenses)	Travel costs (long-distance travel (>101km) - train, ferry, bus, plane, or car)
Calculation method	The Daily Allowance rate (available at https://www.cost.eu/uploads/2024/11/2024-Daily-allowance-table.pdf) is based on the country where the event takes place. In Hungary the daily allowance rate is EUR 196/day .	The incurred long-distance travel expenses are reimbursed on face-value, up to a maximum of EUR 300* for the roundtrip.

	<p>The actual daily allowance is calculated against:</p> <ul style="list-style-type: none">• The actual number of days of attendance to the event (as confirmed against the signature on the official attendance list for each day of the event); The participant may arrive on the day before the event commences and/or leave one day after the event finishes.• The participant's travel start and end dates and hours.	<p>Participants must select the most economical means of transportation. They should make their transportation arrangements as early as possible upon receipt of the official invitation to the Training School.</p> <p><i>* Exception requests to waive the limit of 300 EUR should be sent to reimbursementprofeedback@hetfa.hu beforehand providing explanation and relevant supporting documents.</i></p>
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