

1. Reimbursement rules for flight expenses

Before the trip, during preparations, booking and payment: save/scan all the documents and confirmation e-mails relating to your ticket booking and purchase, as they might be crucial in the process of reimbursement! You will upload them in eCOST in PDF format, when submitting the claim.

During the trip: save your boarding passes, as they contain (e-)ticket number, flight number, date and time, and confirm your travel. You will scan and upload them in eCOST in PDF format, when submitting the claim. Note: If you are using a mobile pass, be sure to ask also for a readable version of a boarding pass when checking in.

Here are some additional instructions that you need to follow, please read further.

Valid flight documentation (be it only one document or several documents) must contain all of these elements that can be linked one to another:

- (e-)ticket, or at least (e-)ticket number;
- full itinerary and flight numbers;
- indication of economy class;
- proof that the ticket fare has been paid (either (e-)ticket with stated fare, or the receipt issued by the agency/airline, or a separate confirmation of payment issued by the agency/airline, or the statement on the booking confirmation that "the amount was paid/debited").

These items can be contained in a single document or in several separate documents (depending on your flight operator/agency). If in doubt, just upload everything in e-COST.

Here are few examples of valid flight documentation:

- e-ticket, itinerary and receipt, all in a single document + boarding passes;
- booking confirmation showing necessary flight information, containing the statement that the payment has been made + boarding passes;
- booking confirmation showing necessary flight information + receipt or a confirmation of payment in a separate document + boarding passes;
- booking confirmation + e-ticket showing necessary flight information and ticket fare in a separate document + boarding passes;

etc.

2. Long Distance Travel Expenses/Local Travel Expenses classification

The new Vademecum implies that "Long Distance Travel Expenses" refer to travel from the country where a participant is residing (as registered on their e-COST profile) to where the approved COST meeting is being held, and back. This further implies that "Local Travel Expenses" are any expenses related to travelling between the following points:

- home to airport / train station;
- airport / train station to meeting venue / hotel;
- hotel to meeting venue;
- meeting venue to hotel;
- meeting venue / hotel to airport / train station;
- airport / train station back to home;

regardless the distance between these points, as long as they're in the same country!

This was not the case before, since transportation expenses were classified as "Local Travel Expenses" only if the travel occurred inside a home/host city boundaries or between a home/host city and a nearby airport. If a participant had to change cities while traveling to airport or in the case that airport was far away from the participants home (>80 km), the travel was classified as "Long Distance Travel". This is important since, now, it could happen more easily that you spent more than 25€ on "Local Transport Expenses" travelled by bus, train, metro and tram and that you will have to provide all Local Transport tickets to get the reimbursement.

Here is an example:

Participant has to travel from Birmingham (home) to Heathrow Airport to catch a plane to the country where a COST meeting takes place. Previously, the travel from Birmingham to Heathrow would be classified as "Long Distance Travel" since participant had to change cities to reach the plane (Birmingham -> London Heathrow, distance=180 km). According to the new rules, this will be simply classified as "Local Travel".

Please also note that rules for bus, train, metro and tram expenses below 25€ have been strengthened in the case that a participant did not provide tickets/receipts. According to new rules, if you decide not to attach tickets/receipts, you will have to write detailed justification in the justification box.

Here is an example for Prague meeting.

Let's say you've spent 12€ for travel between Prague Airport and your hotel and you did not provide any tickets. Then you have to write following justification in the justification box:

- Bus from Prague Airport to Prague city center = 8€
- Metro from hotel to venue = 4€

(These are just exemplary prices!)

3. Travel Reimbursement Request (TRR) submission

We don't require any printed documentation. The TRR, including all supporting documents, is submitted electronically in eCOST using Strong Authentication feature (electronic signature). However, please note: by COST instructions, original invoices / receipts and other forms of supporting documentation must be kept and archived by each claimant.

Please finalize your claim shortly after a meeting has ended (don't wait for the official 30 days deadline). The Grant Holder practice is to reimburse all claims collectively, after all TRRs are properly processed, so your delay delays others as well.

Hope that these instructions will result in a faster reimbursement process. Note: If you participate or have participated in another COST Action, you might notice some slight differences between reimbursement instructions in different Actions. This is normal, as each Action has a different Grant Holder institution whose regulations also have to be followed. Additionally, COST Association is constantly changing the rules and instructions.