



COST OFFICE

Issue 05/02/04

Rules for reimbursement of expenses for experts eligible for reimbursement

Please read carefully before completing the form.

Participants in COST meetings should arrive and depart as close as possible to the beginning and end of the meeting. In cases where participants have been on non-COST activities either before or after the meeting they should indicate the dates and times of departure and return to their home as if they had only attended the COST meeting, unless extension of stay is justified by a reduction in overall cost (resulting e.g. from reduced air fares).

The expert eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received any similar reimbursement or allowance or is not entitled to a similar reimbursement or allowance from another Institute or organization or person for the same trip.

1. Travel costs are refunded on the principle of the most economical overall expenditure

1.1 Travel by train and/or bus or long distance bus:

- The shortest and most economical route by first-class rail or bus between the departure point and the place where the meeting is held must be used.
- The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleeper (instead of hotel) are eligible expenses.

1.2 Travel by air:

- Air tickets should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed. The most economical tariff shall be reimbursed on production of the ticket. Business class can only be reimbursed under exceptional conditions and needs the prior approval of the COST secretariat. **Air tickets exceeding €1200 require prior approval by the COST Office**
- Local airport transfer should use the most economical means of transport. Airport parking can be reimbursed if economical.

1.3 Travel by car:

- The use of a private car is refunded on the basis of the first-class rail fare (excluding sleeping car or any other supplement) or 0.20 € per kilometer **for one person travelling alone**. An estimate of the fare from a certified travel agent should be enclosed with the claim for reimbursement. Where two or more persons entitled to reimbursement of travel expenses use the same car, only the person responsible for the car shall be reimbursed at the rate of 150 % of the equivalent first class rail fare. The number of kilometres covered and car registration must always be indicated on the reimbursement form.

IMPORTANT

- For the reimbursement of travel costs, originals or legible photocopies of **tickets, vouchers, invoices** (including taxi receipts) must be provided **with the claim form**. They must clearly indicate **the amount paid** and the **full routing**.
- Copies of all travel documents must be kept by the expert until the payment has been received.
- Reimbursement is in **Euro**
- **Taxi fares** up to € 40 per journey shall only be reimbursed where no reasonable public transport is available.
- Costs of health, life and luggage insurance are **not** reimbursed.
- Cancellation insurance will only be reimbursed for PEX/APEX tickets or similar not changeable tariffs.

2 Accommodation

Reimbursement for room and breakfast will be made on the basis of a fixed rate of 107 € per night necessary to attend the meeting or to qualify for a discount air ticket.

3 Meals and sundries

Lunch and dinner expenses will be reimbursed at a fixed rate of 21 € each. These amounts will only be paid, when meals are not provided by COST, or by a host organisation. Other costs such as telephone calls etc cannot be reimbursed.

Note: Any other arrangement may be considered under exceptional cases subject to prior approval by the COST-office