

Long-distance travel expenses (for travel above or equal 101 km one way from the legal entity of affiliation of the participant) - The incurred long-distance travel expenses are reimbursed on face-value, up to a maximum of 750 €, cancellation insurance included, for the roundtrip.

In order for long-distance travel expenses to be reimbursed, participants shall attach supporting documents to their Online Travel Reimbursement Request (OTRR) which need to contain:

- The name of the service provider;
- The mode of transport taken;
- The full price paid for the ticket;
- The name of the passenger;
- The travel dates, departure and arrival times (an invoice only showing the amount will not suffice).

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

The participant may arrive on the day before the activity commences and/or leave one day after the activities finish.

Before the travel

If selected for participation, you will receive official invitation to the meeting by the Action representative and e-COST.

Then you must register/update the receptor's bank details (the account to which the reimbursed amount has to be transferred) as soon as possible before the event on <https://e-services.cost.eu>.

It is strongly recommended that participants purchase a travel cancellation insurance. In the event of a cancellation, participants must seek reimbursement from cancellation insurance / accommodation service provider / any other means available to them where applicable. A user guide for claiming expenses in case of force majeure is available to the participants in COST Derogation procedure.

While in Warsaw

You must sign the COST Attendance List that will be available at the event location on the day. This signature will prove your attendance and is required for the eligibility of your reimbursement.

Small snacks and coffee will be provided on site.

After the travel

Please note that the participants have 15 calendar days after the end of the meeting to submit via e-COST a completed Online Travel Reimbursement Request (OTRR).

Reimbursement of eligible travel expenses shall be done within 30 days from the end of the meeting.

All payments made to eligible participants will be in Euro at an exchange rate automatically calculated by e-COST which uses the conversion rate applicable at the end date of the Action event in question.

Non eligible travel expenses:

- Any expenses claimed on top of the long-distance travel such as: taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel, additional accommodation or meals;
- Conference / registration fees;
- Lecture fees and honoraria;
- SMS costs, photograph cost or photocopies, postage expenses or service fees associated with obtaining visas;
- Life and medical insurance – expenses related to addressing / treating health issues;
- Luggage insurance;
- 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 / fees on reimbursement made by the Grant Holder.

Should you have any questions on reimbursement or other event-related matters, please contact us at oulicni@hiim.hr.