



Reimbursement on e-COST

COST FP1402 Grant Holder

Mao Ono

Email : costfp1402gh@tum.de or ono@tum.de



Participants eligible and entitled to reimbursement

Click on the link

OFFICIAL INVITATION

Dear Dr John Smith,

You are invited to attend the following COST Meeting as a Meeting Participant:

COST Action: BM1207

Meeting Title: Release of the OTRR-Strong Authentication feature

Location: Cost, Brussels, Belgium

Meeting Type: Working Group Meeting

Meeting Dates: from 15-12-2013 to 15-12-2013

If you wish to attend, you will need to register for this event. If you already have an e-COST user profile, you will only need to login and accept this invitation by following the link below:

<http://qa-ecost-dev.bruxelles.esf.org/invitation/1bbefdf1f72ef79617f1ab4a243cc460/>

If you are new to e-COST, you can register a new e-COST profile on the following link:

<https://e-services.cost.eu>

The following link provides instructions on how to fill in the Travel Reimbursement Request:

<http://www.cost.eu/download/Travel-Reimbursement-Instructions.pdf>

The screenshot shows a web page with the COST logo on the top left and the TUM logo (Technische Universität München) on the top right. The main heading is "by clicking on the link ...". Below this is a framed area containing the invitation details and a login form. A grey box with the text "Log in here" and an arrow points to the "Username" input field.

Invitation to COST Office Event
If you are the intended invitee to the following COST event and you wish to participate, please log in below to proceed.

Meeting Details

Meeting ID	ECOST-MEETING-BM1207-151213-038157
Title	Release of the OTRR-Strong Authentication feature
Start Date	2013/12/15
End Date	2013/12/15
Location	COST, Brussels, Belgium

Your Details

Name	Dr Lourdes Desviat
Email	lruiz@cbm.uam.es
Organisation	UNIVERSIDAD AUTONOMA DE MADRID

Username Password

The screenshot shows the same invitation page but at the "Step 1: accept / decline the invitation" stage. The text "Dear Dr Lourdes Desviat" and "You are invited to the following COST event. Please indicate below if you wish to participate." is present. Below the meeting details, there are two buttons: "Accept" and "Decline". A grey box with the text "Please accept or decline" and an arrow points to the "Decline" button.

Invitation to COST Office Event
Dear Dr Lourdes Desviat
You are invited to the following COST event. Please indicate below if you wish to participate.

Meeting Details

Meeting ID	ECOST-MEETING-BM1207-151213-038157
Title	Release of the OTRR-Strong Authentication feature
Start Date	2013/12/15
End Date	2013/12/15
Location	COST, Brussels, Belgium

Step 1 / 5 Invitation

Please advise us if you intend to come to the event.



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Step 2: Reimbursement –After The meeting!

Invitation to COST Office Event

Dear Dr Lourdes Desviat

You are invited to the following **COST** event. Please indicate below if you wish to participate.

Meeting Details

Meeting ID: ECOST-MEETING-BM1207-151213-038157
 Title: Release of the OTRR-Strong Authentication feature
 Start Date: 2013/12/15
 End Date: 2013/12/15
 Location: COST, Brussels, Belgium

Step 1/5 Invitation : Accepted

Step 2/5 Reimbursement

You are eligible to claim reimbursement of your expenses related to this event. Do you wish to submit a claim?

Are you eligible for reimbursement ?



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Step 3-5: Travel Information and Expenses

Date/Time of when you left home / arrived home

Click on the attended days (=no. of signatures on attendance list)

Travel Dates (Door To Door)

Travel Start Date: 2013-12-14 Time: 08:00 - 08:59



Travel End Date: **November 2013** | **December 2013**

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31	1	2	3	4

Meeting Attendance

Check all the attended days

15 Dec 13

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Accommodation and Meals

Number of nights

Amount of meals
(2 meals/full day)

Accommodation Expenses ⓘ

Number of nights 1 ▾

Applicable Rate per Night EUR 120.00



Reimbursable amount EUR 120.00

Meals Expenses ⓘ

Number of meals 4 ▾

Applicable Rate per Meal EUR 20.00

Reimbursable amount EUR 80.00

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Meal expenses

- Flat rate for meal : EUR20 /per lunch, dinner
- A participant can claim 2 meals (lunch/dinner) / per day. If meals are provided by the local organizer or by a meeting sponsor, then the participants meal entitlement must be adjusted downwards accordingly.
- The timing when travelling to / from the meeting venue is :

When a participants travels (leaves from home/institute)	When a participants travel ends (back home)
Before 12.00 = 2 meals	Before 12.00 = No meals provided
After 12.00 = 1 meal	Before 19.00 = 1 meal
After 19.00 = No meals provided	After 19:00 = 2 meals



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Accommodation expenses

- Accommodation expenses are based on flat rates only at a maximum of EUR120 per person/per night, including breakfast (as confirmed by the signatures on the meeting attendance list) plus 1 night, assuming the arrival takes place one day before the meeting and departure one day after the meeting
- No additional nights will be reimbursed without a justification and prior approval of the COST Office
- To be paid directly by the participants
- If sharing the accommodation with another participant, only one participant can claim the reimbursement



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Travel expenses

Means of transportation

From departure country * to destination country



Price of the tickets (EUR 1200 not to be exceeded!)

In case you are not travelling from home country *, a MC or COST Office approval is required

What to be claimed?

Flight	Train / Bus	Car
<ul style="list-style-type: none"> Economy class Max. Fare: EUR1200 Seat, luggage and booking fees are eligible 	<ul style="list-style-type: none"> First, second and business class are eligible Supplement for fast trains, sleepers also eligible 	<ul style="list-style-type: none"> max. 2000km for the entire trip EUR 0.20/per km for one, EUR 0.30/per km with additional Parking expenses Fuel, Tolls, Car rental >>> NOT eligible

Local transportation

Select the local transportation

From where to where

Edit expenses

LOCAL TRANSPORT

The participant must indicate under this section all costs related to the local transport needed to attend the meeting. Local transport refers to any inner city trip or short transport to go from home to the airport / train station, and to the city of the meeting, including public transport, taxis, car and ferries.

Type tion from home to the airport, or train station etc.

Please Select

Please Select

Car

Public Transport

Taxi

Parking

Ferry Costs

irectly or above 200 km shall be recorded under

The distance in KM

Number of other COST Passengers 0

Justification



Local transport expenses

- Home \leftrightarrow Airport or train station
- Airport or train station \leftrightarrow meeting venue or hotel
- Hotel \leftrightarrow meeting venue
- Meeting venue or hotel \leftrightarrow Airport or Train Station





If the entire trip is equal or less than EUR25 >>> No justification, no receipts
If the entire trip is more than EUR25 >>> All receipts needed



Taxi expenses

- Eligible participants are limited to use taxis only when no other means of public transport is available or for early departures (departure before 7 am) or late arrivals (arrival after 10 pm)
- Maximum of EUR80 for the entire journey, only with receipt

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Using the example provided

Travel Expenses edit delete add

Means of transportation: Train

From: Berlin, Germany

To: Brussels, Belgium

Journey: Single

Justification: My travel started from Berlin because I was attending another meeting there. The cost of the train from Berlin is cheaper than if I had travelled from Barcelona (see evidence attached)

Reimbursable amount: EUR 253.00

Travel Expenses edit delete add

Means of transportation: Plane

From: Brussels, Belgium

To: Barcelona, Spain



Journey: Single

Justification:

Reimbursable amount: EUR 95.00

You are able to edit, delete and add

You are able to edit, delete and add

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Uploading supporting documents

Supporting Documents

Title / Description (Example: plane ticket, receipts, etc.)

File to upload (*) Browse Upload

(*) The file will not be available until you click the Upload button.

You can upload files up to 2 MB each.

Supported file types are: pdf, xps, png, jpg, jpeg, gif.

The screenshot shows the 'Step 4/5 Bank Account' form. At the top left is the COST logo and at the top right is the TUM logo (Technische Universität München). The form title is 'Step 4/5 Bank Account' with a dropdown menu set to 'Add A New Account'. Below the title is a note: 'Any reimbursement claims can only be processed after you complete your registration including full SWIFT/BIC codes.' The form is divided into two sections: 'BENEFICIARY DETAILS' and 'EDIT BANK DETAILS'. The 'BENEFICIARY DETAILS' section includes: 'Type of Account*' (dropdown menu), 'Account holder's Name*' (text input), 'Account holder's Address*' (three stacked text inputs), and 'Account holder's Country*' (dropdown menu). The 'EDIT BANK DETAILS' section includes: 'Receiving Bank Country*' (dropdown menu). A 'Save' button is located at the bottom right. A grey box labeled 'Input information' has an arrow pointing to the form fields.

The screenshot shows the 'After Step 4-5 >>> Preview TRR' screen. At the top left is the COST logo and at the top right is the TUM logo (Technische Universität München). The screen title is 'After Step 4-5 >>> Preview TRR'. Below the title is a dropdown menu showing 'Step 4/5 Bank Account' and 'John Smith / BE100000222'. Below the dropdown is a note: 'Now you can preview a draft version of your TRR (Travel Reimbursement Request) Form and verify the details.' A 'Preview TRR' button is located on the right side. A grey box with the text 'You may preview and edit the TRR if anything is still missing' has an arrow pointing to the 'Preview TRR' button.

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Step 5 Submission

Step 5/5 Submission

I declare that the above expenses are not being reimbursed from any other source.

The COST Office and the Grant Holder reserve the right to correct this document after signature by the participant to comply with COST Rules.

If you are certain that all the details on the printed TRR are correct, you can submit your claim.

After submitting the claim, you will not be able to modify anymore!

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Download TRR

Click "Download TRR" to save your reimbursement request in a printable format. Please print it, sign it, and send it to the Grant Holder by post.

Print your TRR
Sign your TRR
Send it the Grant Holder by post



Non-Eligible Expenses

- Registration, lecture fees, honoraria
- Transportation expenses, postage associated with obtaining Visa
- Health related expenses; life and medical insurance
- Travel cancellation and luggage insurance
- Additional accommodation expenses, fuel costs, toll charges, rental car
- Wi-Fi, telephone, internet and mini-bar consumption expenses
- Printing and postage expenses
- Regional and / or national taxation fees



For more information:

- <http://www.cost.eu/service/faq>
>>> In addition, on 10 April 2014, the COST Office updated the Travel Reimbursement Instructions Memo, a step-by-step guide for COST Action members. You can download the document to get acquainted with the system
- <https://e-services.cost.eu/common/faq>
- COST H2020 Vademecum