

COST "TOSCA" meeting in Berlin (14-16 May 2012)

Reimbursement

What you can claim

COST reimbursement rules are quite simple, but also strict. In order to claim reimbursement, you need to fill out a reimbursement form (see below) and submit it together with copies of all relevant receipts:

- **Accommodation** is reimbursed at a fixed rate of 120 € per night. Up to three nights can be reimbursed for this meeting. If you cannot stay for less than four nights, please contact us.
- **Meals** are reimbursed at 20 € per meal.
- Long-distance **travel** costs are reimbursed mostly as incurred according to your receipts. The most economical arrangement has to be considered when traveling by air; e-tickets are to be submitted as email printout.
- The use of a private or hire car is reimbursed on the basis of 0.20 € per kilometre, or 0.30 € per kilometre if several people are travelling together.
- Local transport is reimbursed without receipts up to an amount of 25 €. Please note that this is not a flat fee, so give a realistic estimate.
- Rules for reimbursement of taxi fares (40 €) are very strict.
- Do not submit receipts for: hotel, public local transport, and meals.

For a detailed description of what can be reimbursed, see the official COST vademecum (<http://www.cost.esf.org/module/download/7180>)

How to submit the claim by e-cost

Your reimbursement will be handled by our Grant Holder (Oulu University). You will receive an official invitation email for this meeting from e-cost@cost.eu. The email contains the links to accept/decline the invitation. This link will also let you download a personalised **claim form** after you have created an account at the [e-cost site](#) (you should already have one if you attended a COST meeting before). The claim form has to be submitted on paper.

- At the meeting: please bring a copy of your claim form (without receipts) but with estimated expenses.
- After the meeting: fill out and sign the claim form. Please do not forget to fill out the time of travel.
- Attach copies of all relevant receipts (printouts for e-tickets).
- Send the receipts and the signed form **not later than June 8** to the address below. You may send either the original version or a scan by email. In the latter case, please archive the original documents.

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