

Quick Guide to Submitting Reimbursement Claim

This guide applies to reimbursement claims for both meetings and training schools.

Step 1.

Log in to Your e-COST Profile

Click on "**Consult**" and Select "**Reimbursement Claim**" to begin.

e-COST The online platform of COST Association

Ongoing 

 Meeting CA21145	Working Group meeting - GP1 Brussels - Belgium 13/06/23	Accepted	 Consult
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Update your participation

I confirm to attend this event *

- ☒ Face to face
☐ Online *
☐ No, I will not attend

* Online doesn't not qualify for reimbursement

I intend to claim reimbursement *

- ☒ Yes
☐ No

You replied to this invitation on 18/12/2024 at 18:10

Claim your expenses once the event has passed

Reimbursement claim

Update your choice

Step 2.

Enter Travel Details

1. Input the **departure and return dates and times** for your travel.
2. Mark the **dates you attended** the meeting or training school.
 - *Note:* Attendance is verified by your signature on the event's attendance list.

Claim your expenses

 Pending

This form allows you to claim expenses which you may have incurred whilst attending one or more sessions of a COST meeting.

 Please carefully **read** the [Travel Reimbursement Request \(TRR\) Rules](#) before filling out this form 

 When did you leave home? *

30/01/2025



09:00



 When did you arrive back home? *

31/01/2025



17:00



 What dates did you attend face to face (on-site)?

Click only on the **dates you attended face to face** (on-site):

30/01/2025

 Not attended

31/01/2025

 Not attended

Step 3.

Choose Your Reimbursement Option

You have three calculation options:

- **Option 1: Full Reimbursement**
- **Option 2: Local Participant**
 - If you are a local participant, the system will automatically calculate 40% of the daily allowance.
- **Option 3: Special Cases**
 - **Shared Room:** One person claims the full amount (Option 1), while the other claims 40%.
 - **Grant Applicant:** If you travel to the meeting venue as a grant applicant, you can claim 40% of the daily allowance.

Step 3.

Choose Your Reimbursement Option

- **Option 1: Full Reimbursement**

Allowance calculation

i The **daily allowance** reimbursement depends on the **meeting location** and **travel times**. The amount covers **accommodation, meals, short distance travel** expenses and other **incidental costs**. ×

💡 Tip: A **Local participant** resides on the **same city** as the event venue ×

Do you wish to claim the **calculated daily allowance**?

☒ Yes

☐ No

Are you a **local participant** wishing to claim reimbursement of **subsistence and short distance travel expenses**?

☐ Yes

☒ No

Do you wish to claim a **lower** total **daily allowance**?

☐ Yes

☒ No

Step 3.

Choose Your Reimbursement Option

- **Option 2: Local Participant**

- If you are a local participant, the system will automatically calculate 40% of the daily allowance.

 Allowance calculation

 The **daily allowance** reimbursement depends on the **meeting location** and **travel times**. The amount covers **accommodation, meals, short distance travel** expenses and other **incidental costs**. 

 Tip: A **Local participant** resides on the **same city** as the event venue 

Do you wish to claim the **calculated daily allowance**?

Are you a **local participant** wishing to claim reimbursement of **subsistence and short distance travel expenses**?

Do you wish to claim a **lower total daily allowance**?

☐ Yes ☒ No

☒ Yes ☐ No

☐ Yes ☒ No

Step 3.

Choose Your Reimbursement Option

- **Option 3: Special Cases**

- **Shared Room:** One person claims the full amount (Option 1), while the other claims 40%.
- **Grant Applicant:** If you travel to the meeting venue as a grant applicant, you can claim 40% of the daily allowance.

 Allowance calculation

 The **daily allowance** reimbursement depends on the **meeting location** and **travel times**. The amount covers **accommodation, meals, short distance travel** expenses and other **incidental costs**. 

 Tip: A **Local participant** resides on the **same city** as the event venue 

Do you wish to claim the **calculated daily allowance**? ☐ Yes ☒ No

Are you a **local participant** wishing to claim reimbursement of **subsistence and short distance travel** expenses? ☐ Yes ☒ No

Do you wish to claim a **lower total daily allowance**? ☒ Yes ☐ No

Step 3.

Choose Your Reimbursement Option

- **Option 3: Special Cases**

By selecting "Yes" in the system, a new window will appear for **manually entering the amount** (40% of the daily allowance).

The screenshot displays the 'cost' system interface. The main section is titled 'Allowance calculation'. It contains an information icon and text: 'The daily allowance reimbursement depends on the meeting distance travel expenses and other incidental costs.' Below this is a tip: 'Tip: A Local participant resides on the same city as the event'. There are two questions with radio button options: 'Do you wish to claim the calculated daily allowance?' and 'Are you a local participant wishing to claim reimbursement of subsistence and short distance travel expenses?'. At the bottom, there is another question: 'Do you wish to claim a lower total daily allowance?'. A modal window is open over the bottom question, titled 'Lower the total calculated amount'. It shows 'The calculated daily allowance is EUR 0.00' and a text input field for 'Lower total amount' with the value '0'. The modal has 'Close' and 'Save' buttons.

Step 4.

Add Long-Distance Travel Expenses

Click "**Add long distance travel expense**" and select your transport type (e.g., bus, train, plane, ferry, car).

 Travel expenses

 Please add:

- Any **long-distance** travel expenses being more than 100km one way (eg. **long distance train, bus, plane, car**).

 Add long distance travel expense

 Travel Visa application fee

 Add visa application fee

 Supporting documents

 If you have other **documents to support your claim** which don't fit into the above categories, please **upload here**:

 **Tip:** You can **upload** up to **10MB each file**. Supported file types are: pdf, png, jpg, jpeg, gif

 Add supporting document

Step 4.

Add Long-Distance Travel Expenses

Provide **travel details** and upload **supporting documents**.

Add Travel expense /  Plane

Origin city *

Origin country *

Destination city *

Destination country *

Ticket type *

Return

One way

Amount *

Currency *

Euro (EUR)



Calculating distance...

Recalculate route

Justification

Supporting documents *

 Tip: You can upload up to 10MB each file. Supported file types are: pdf, png, jpg, jpeg, gif

Document description, eg: Ticket, re

No file selected...

Choose file

X Delete

Add supporting document

X Close

Add expense to claim

Step 4.

Add Long-Distance Travel Expenses

Travel by **Public Transport** (Bus, Train, Plane, Ferry)

- Provide the Ticket cost (in purchase currency).
- Upload receipt/invoice with:
 - Full ticket price (including taxes).
 - Mode of transport and Service provider's name (e.g., airline, train company).
 - Your full name.
 - Departure date and time of the outbound journey
 - Arrival date and time of the return journey
 - Seat reservations or extra charges (if applicable).

Step 4.

Add Long-Distance Travel Expenses

Travel by **Car**

- Provide accommodation invoice or other proof of payments from the day of arrival (e.g., meal receipts).

Note: If no supporting documents are uploaded, you will only receive the daily allowance (DA) for the days you signed the attendance list.

Step 4.

Add Long-Distance Travel Expenses

After entering travel details, click **"Add Expense to Claim"** and **save the map**.

Add Travel expense / ✈️ Plane

Origin city *

Origin country *

Destination city *

Destination country *

Ticket type *

Amount *

Currency *

Supporting documents *

Tip: You can upload up to 10MB each file. Supported file types are: pdf, png, jpg, jpeg, gif

Document description, eg: Ticket, re

Calculating distance...

Justification

Step 5.

Save the updated draft

Always remember to **save the draft** of your claim.

Navigate

< Back

^ Expense claims

^ Meeting Overview

Claim your expenses

Pending

This form allows you to claim expenses which you may have incurred whilst attending one or more sessions of a COST meeting.

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Please carefully read the [Travel Reimbursement Request \(TRR\) Rules](#) before filling out this form

x

🏠 When did you leave home? *

30/01/2025

09:00

🏠 When did you arrive back home? *

31/01/2025

17:00

Save draft

✓ Claim expenses

Carolina Altilla

AGA-CA21145-3

Meeting

EURESTOP General Meeting GP3

30/01/2025 - 31/01/2025

Seville, Spain

Total allowance

Against daily allowance

EUR 0.00

Total

EUR 0.00

Step 6.

Include Visa and Extra Expenses (If Applicable)

1. **Visa Application Fee:**

- Upload a receipt from the embassy/consulate showing the visa cost and any administrative fees related to the event.

2. **Supporting Documents for Extras:**

- Examples include:
 - Priority boarding.
 - Extra legroom or luggage fees.
 - Cancellation insurance.

Step 7.

Submit Your Claim

Once the event has ended, click "**Claim Your Expenses**" and **insert your signature** to finalize your submission.

Note: Claims cannot be submitted before the event concludes.