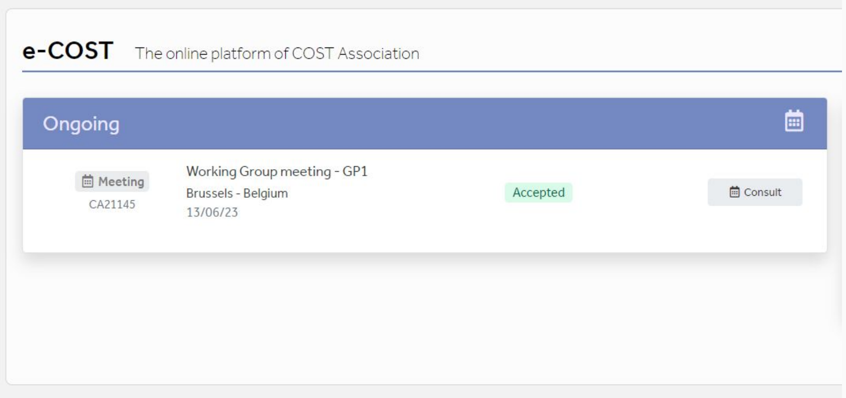
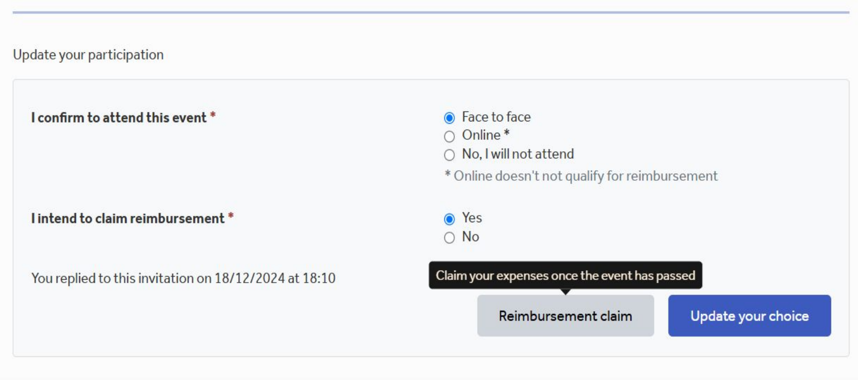
Quick Guide to Submitting Reimbursement Claim

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

Step 1.
Log in to Your e-COST Profile

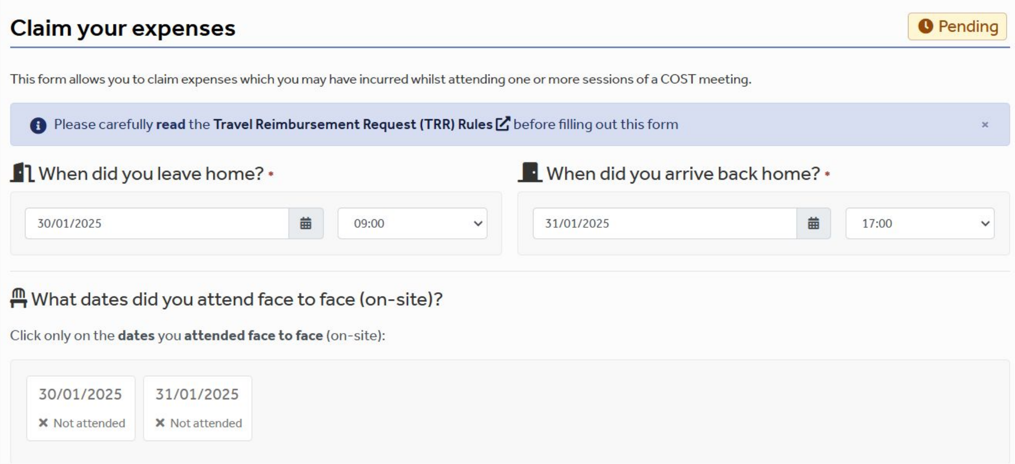
Click on "**Consult**" and Select "**Reimbursement Claim**" to begin.





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.



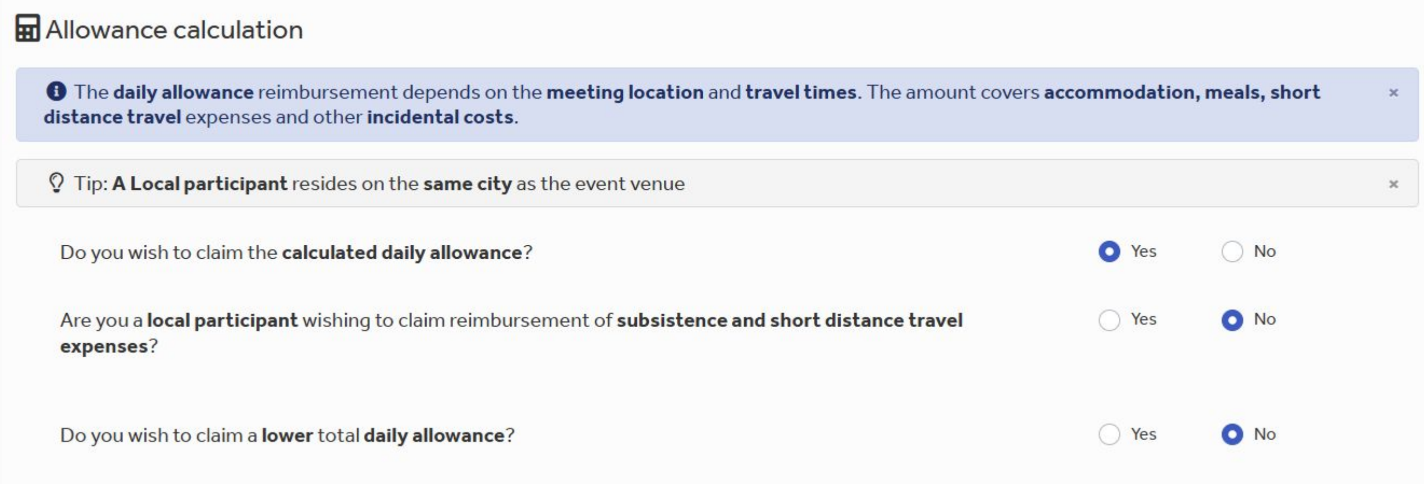
Step 3.
Choose Your Reimbursement Option

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

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

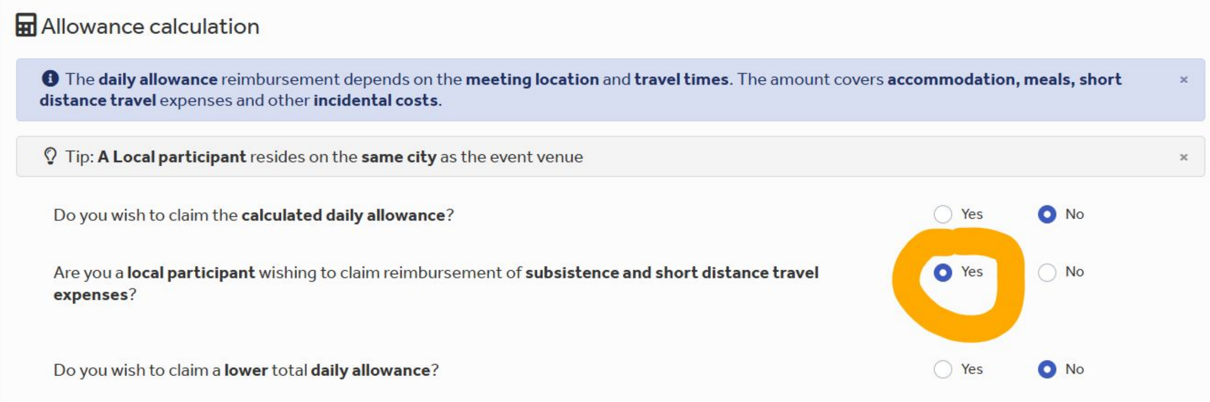
Do you wish to claim the **calculated daily allowance**? Yes No

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

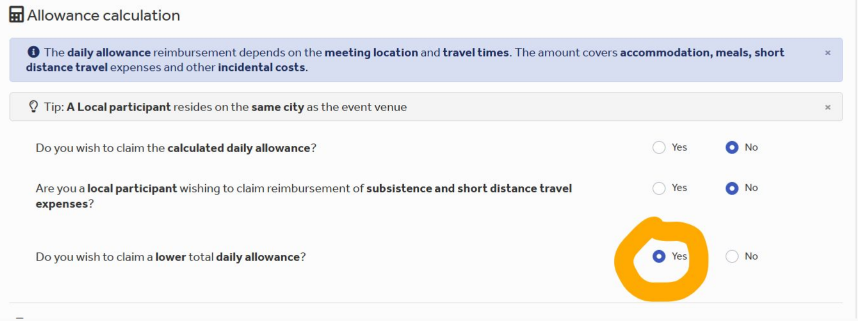
Step 3.
Choose Your Reimbursement Option

- **Option 2: Local Participant**
  - If you are a local participant, the system will automatically calculate 40% of the daily allowance.



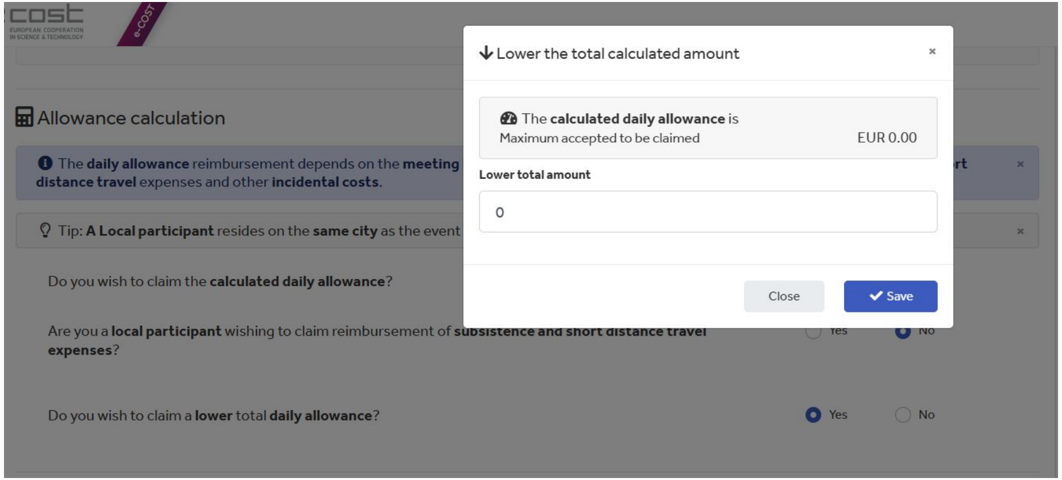
Step 3.
Choose Your Reimbursement Option

- **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.



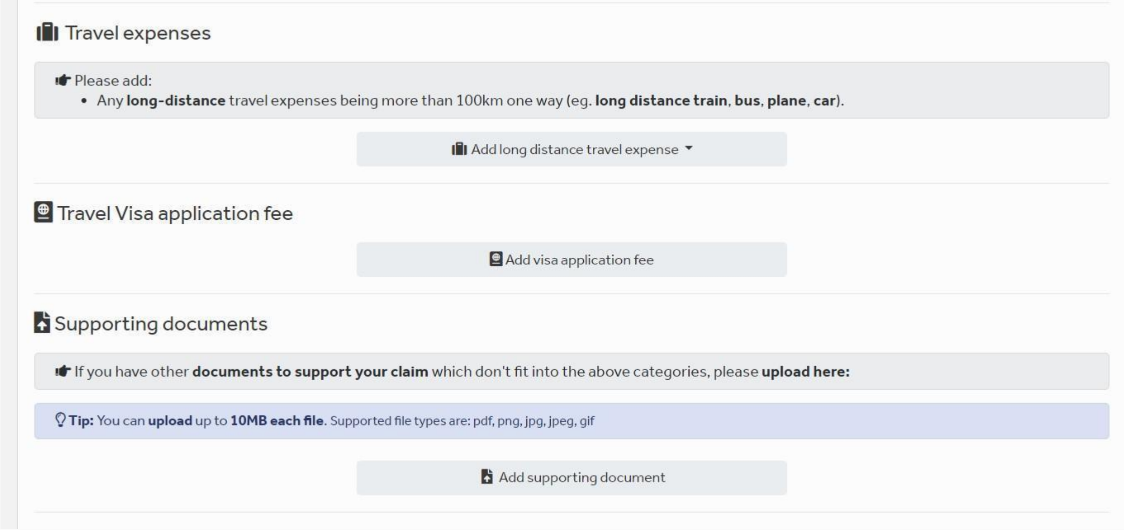
Step 3.
Choose Your Reimbursement Option

- **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).



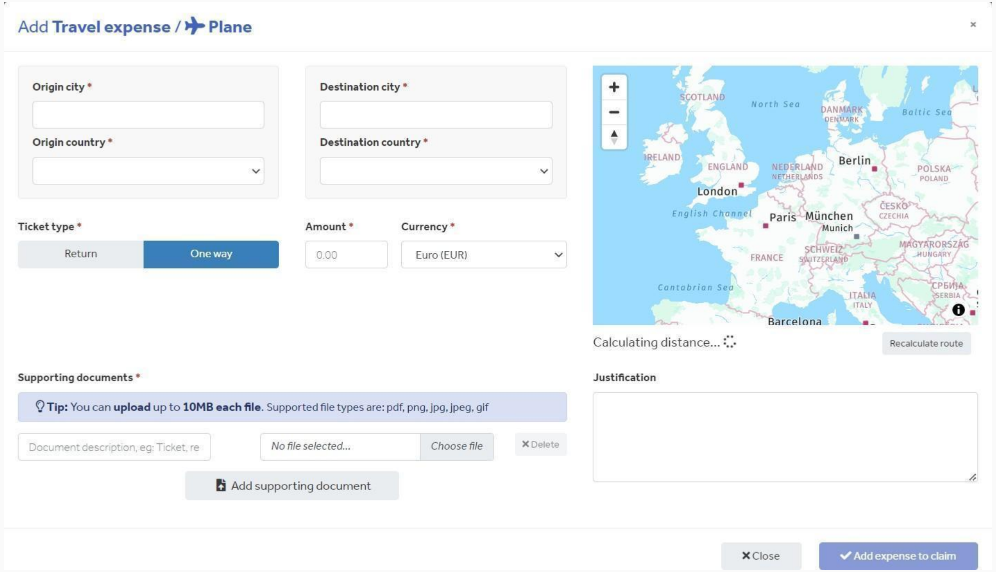
Step 4.
Add Long-Distance Travel Expenses

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



Step 4.
Add Long-Distance Travel Expenses

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



Step 4.
Add Long-Distance Travel Expenses

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

- Provide the Ticket cost (<u>in purchase currency</u>).
- 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

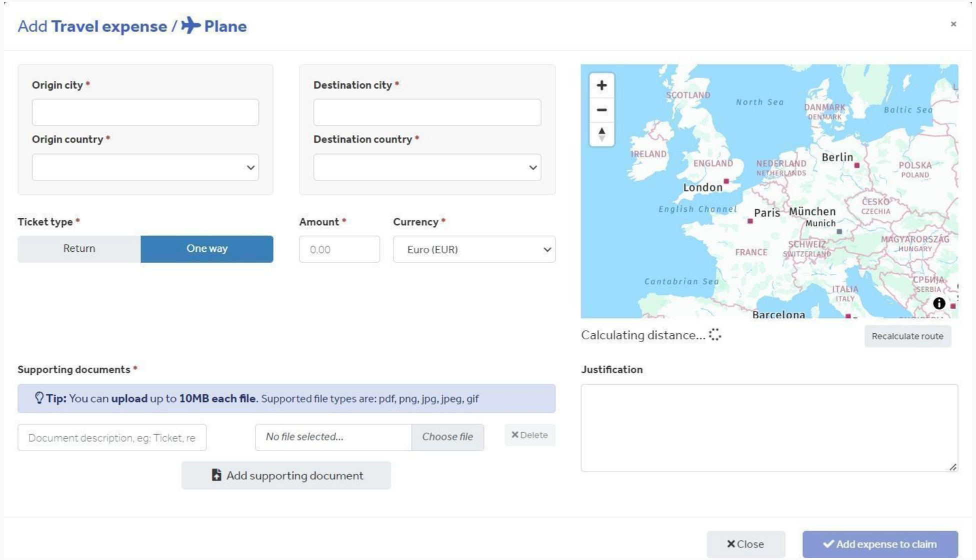
Travel by **Car**

- 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.

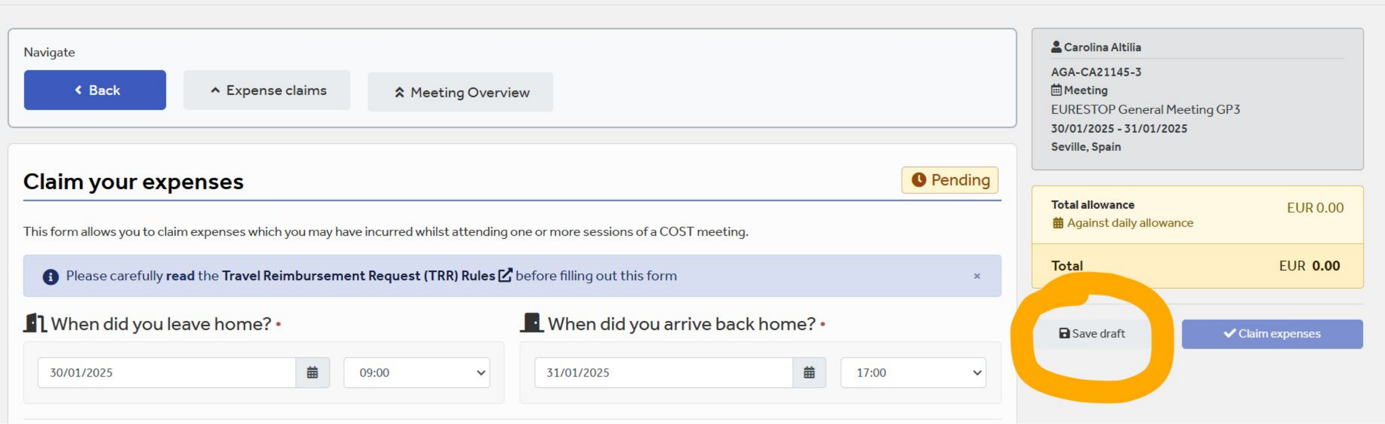
Step 4.
Add Long-Distance Travel Expenses

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



Step 5.
Save the updated draft

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



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.