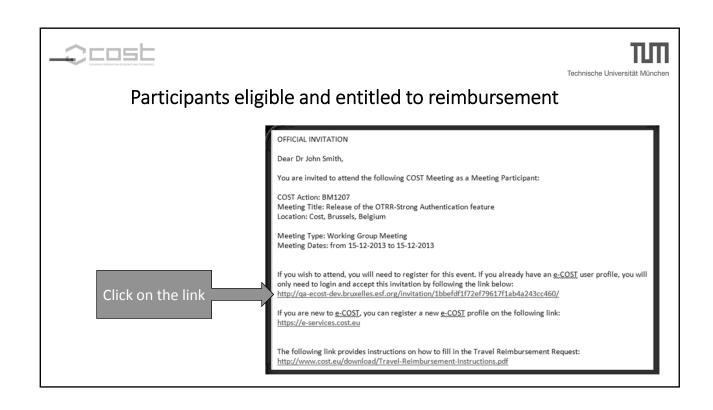
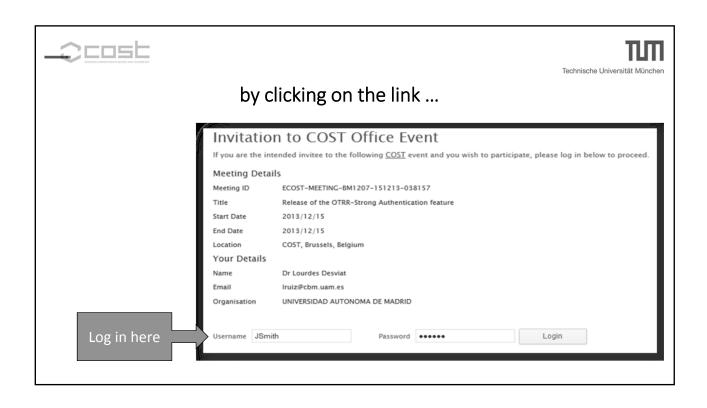


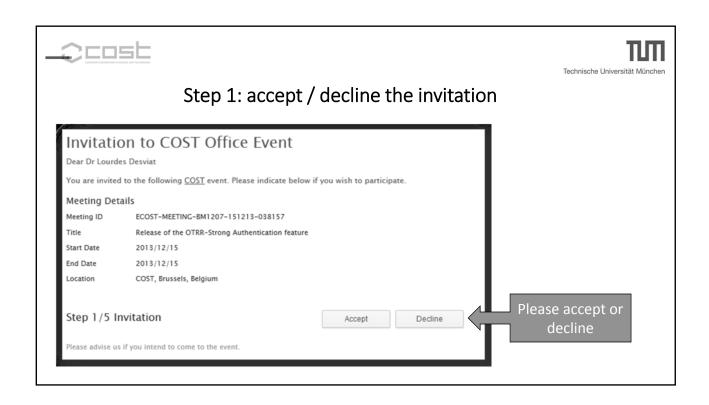
# Reimbursement on e-COST

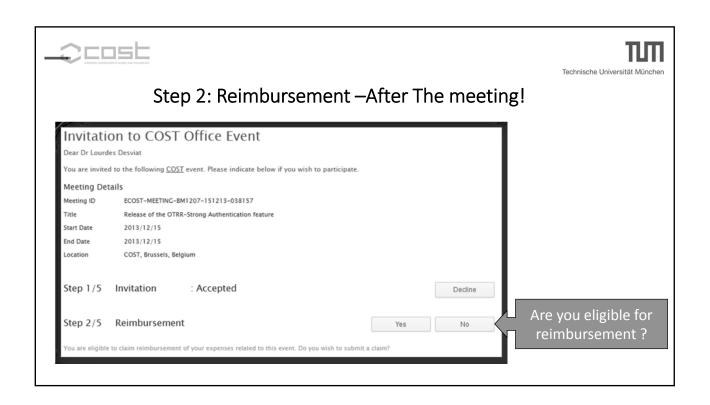
COST FP1402 Grant Holder
Mao Ono

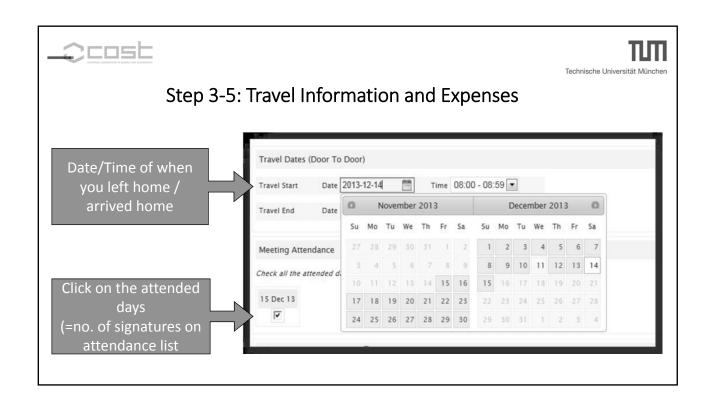
Email: costfp1402gh@tum.de or ono@tum.de

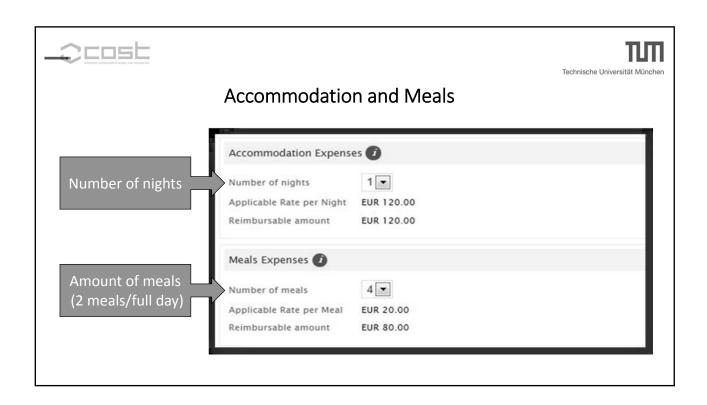


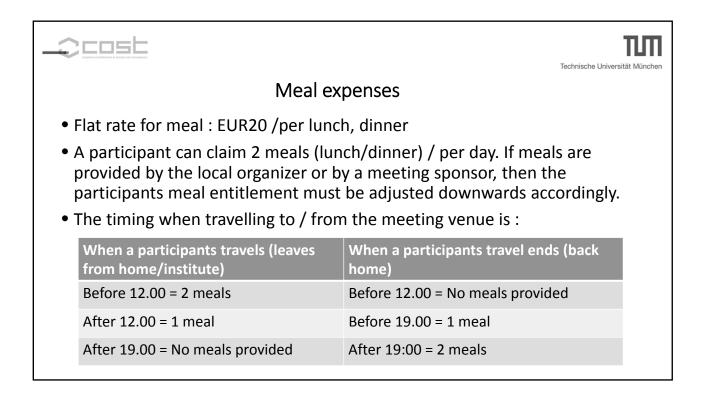










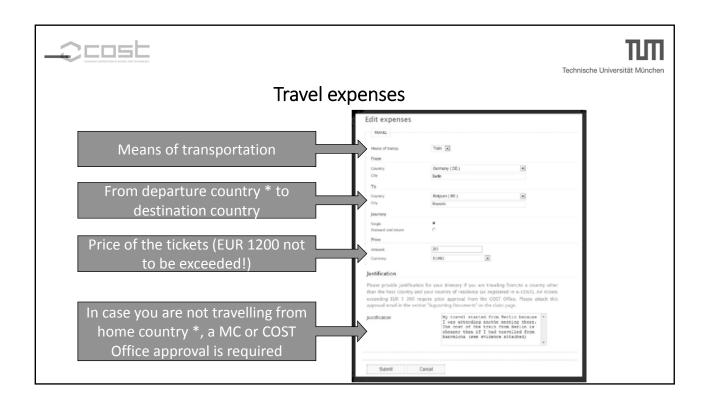


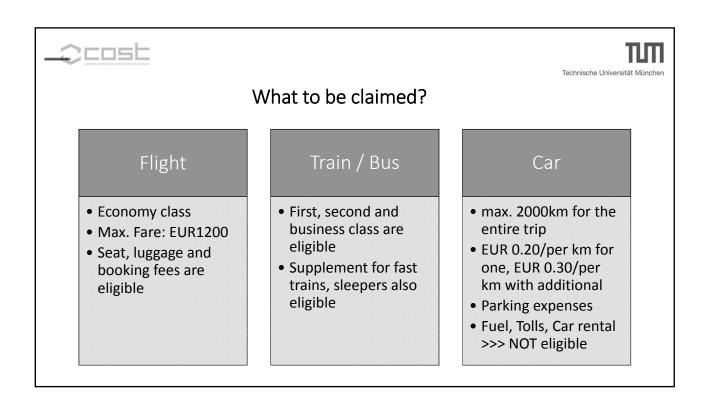


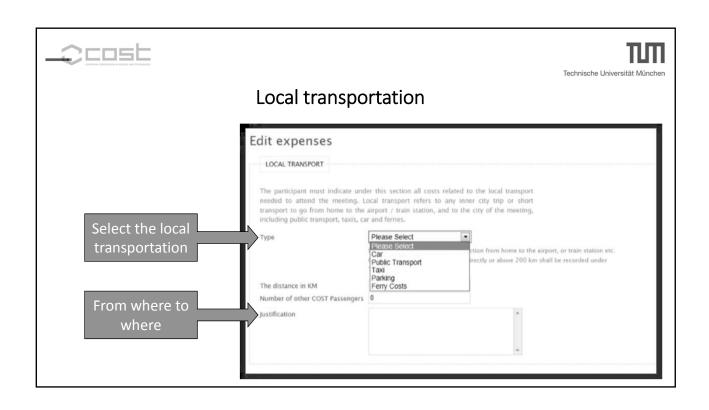


### Accommodation expenses

- 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











### Local transport expenses

- Home ←→ Airport or train station
- Airport or train station ← → meeting venue or hotel
- Hotel ←→ meeting venue
- Meeting venue or hotel ←→ Airport or Train Station



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

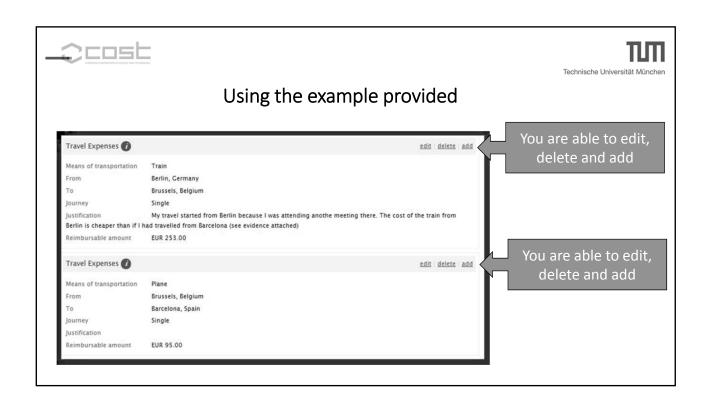
If the entire trip is more than EUR25 >>> All receipts needed

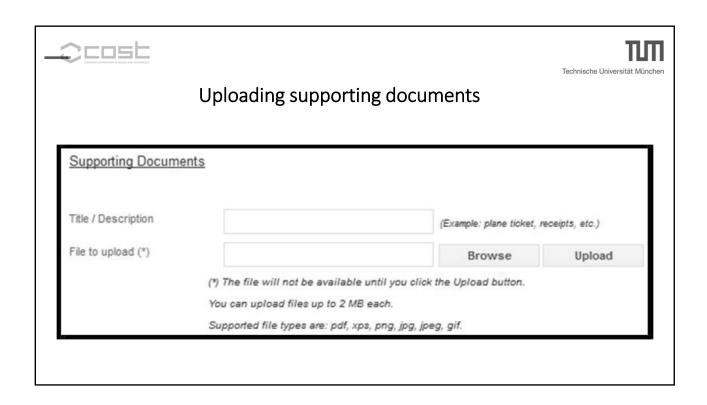


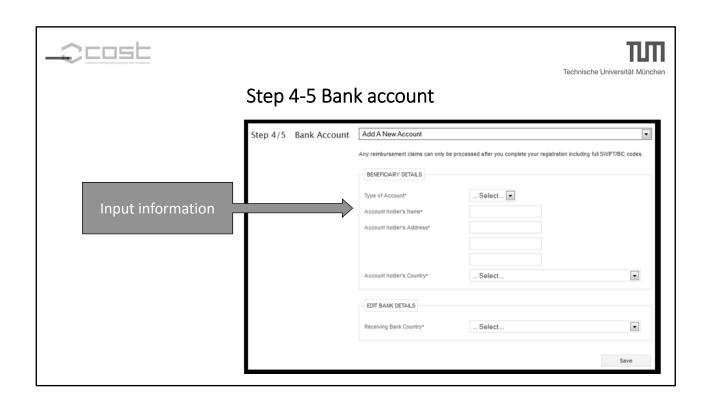


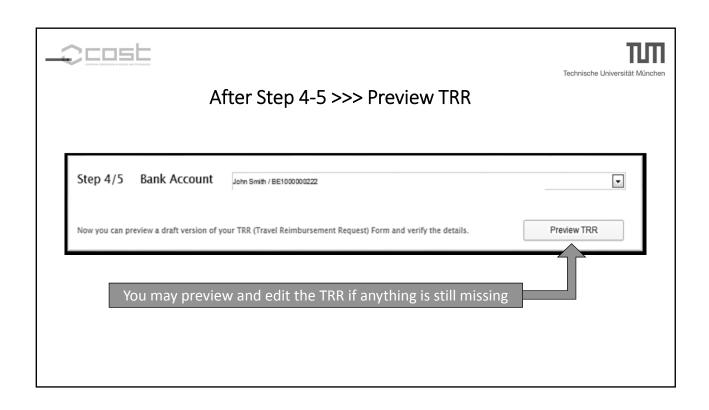
# Taxi expenses

- 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

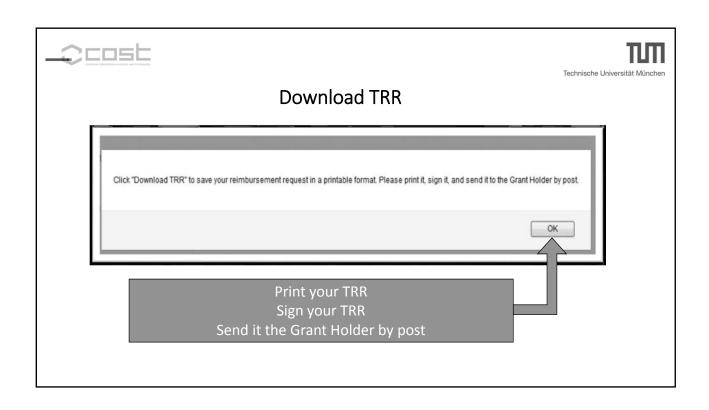
















## Non-Eligible Expenses

- 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 <u>Travel Reimbursement Instructions</u> Memo, a step-by-step guide for COST <u>Action</u> members. You can download the document to get acquainted with the system
- <a href="https://e-services.cost.eu/common/faq">https://e-services.cost.eu/common/faq</a>
- COST H2020 Vademecum