

COST Action CA16203

Action Title: MARISTEM_ Stem cells of marine/aquatic invertebrates: from basic research to innovative applications

FINANCIAL RULES ON REIMBURSEMENTS

Piran, Slovenia
4-6 February 2018

In the following pages please find useful info for eligible Participants on travel reimbursement claims to the Grant Holder by means of the Cost portal, the e-cost.

First of all in order for eligible participants to be reimbursed they must register for an e-cost profile.

How to submit a claim on e-cost:

1) Before the meeting start date participants have to complete:

Step 1 Invitation

Step 2 Accept the Reimbursement

2) At the meeting Participants should:

Sign the Attendance List **on each day** they attend (as they will be reimbursed according to it)

3) After the meeting participants have to complete:

Step 3 Travel Information and expenses

Step 4 Bank Account

Step 5 OTRR Submission within 10 days after the end date of the meeting; upload legible copied of all required receipts.

Please note that since according to Cost rules the GH should process reimbursements within 30 calendar days after receiving the claimant's complete claim but never later than **45 calendar days** after the end date of the meeting, and since we need to go through internal regulations and procedures on payments as well, we kindly ask you to finalize your claim as soon as possible so that we can comply with our financial responsibilities.

>After submitting the reimbursement request, participants will not be able to make any changes.

>Save Reimbursement request (Download TRR) in a printable format, print it, sign it and send it to the GH by post.

ELIGIBLE TRAVEL EXPENSES:

LONG-DISTANCE TRAVEL -CROSS BORDER TRAVEL:

1) Flight expenses:

- economy class
- max € 450 for the whole journey according to MC decision
- seat reservation expenses are eligible
- luggage transportation expenses are eligible
- travel agency expenses are eligible

You must upload a receipt on e-cost and full itinerary with name, travel provider, price, date of departures.

2) Car travel expenses:

- max distance 2000 km
- €0.20 per km
- €0.30 per km if travelling with 2 or more participants

You must upload on e-cost proof of distance by using google maps showing the route taken and the km travelled.

3) Trains, bus, ferry expenses:

- First, second and business class admitted
- Supplement for fast trains and sleeper trains are eligible

You must upload on e-cost invoice/receipts showing name of service provider, means of transport, full price of the ticket, date of travel.

LOCAL TRANSPORT (in Slovenia, in your home Country):

1) Public transport expenses:

- Shared Shuttles, bus, train, metro, tram and ferry
- Less or equal to €25: no need to upload on e-cost receipts but details on travels should be given on the OTRR.
- More than €25: you should upload receipts on e-cost

2) Taxi expenses:

- **ONLY IF no other means of public transport is available**
- **To/from the airport ONLY between 10 pm and 7am**
- One of the above mentioned justifications should be encoded in the dedicated section on OTRR.
- **Max €80 in total**

You must upload invoice/receipts on e-cost

3) Car travel:

- €0.20 per km
- €0.30 per km if travelling with 2 or more participants
- Parking expenses are eligible and you should upload receipts on e-cost

You must upload on e-cost proof of distance by using google maps showing the route taken and the km travelled.

TRAVEL DEROGATION

Travelling to and from countries other than that where the approved meeting is being held and the country of residence is a rule derogation

The Participant should ask the GH for a pre-authorization per email before the meeting and before booking their travel, giving motivations and enclosing travel proofs that the requested journey will be cheaper (see Vademecum on page 26).

After the GH approval the participant may book his/her travel according to his/her needs.

After the meeting, the participant should write a short justification in the claim section on e-cost and upload all required documents.

OTHER ELIGIBLE EXPENSES:

luggage fees
parking expenses
visa fees

ELIGIBLE ACCOMMODATION EXPENSES:

- Flat rate € 70 per night per Participant according to MC decision
- Max 4 nights
- If you share an hotel room with other participants, only one can submit a claim for their accommodation expenses
- Participants residing in the same city as where the meeting has been held should not claim for accommodation expenses

You don't have to upload receipts

ELIGIBLE MEALS EXPENSES:

- Flat rate € 20 per meal
- Max 4 meals
- If a meal is offered by Local Organiser you can't claim for it

You don't have to upload receipts

NON-ELIGIBLE EXPENSES:

- Insurances (medical, health, travel, luggage)
- Car rental, fuel, road tolls
- For a rebooked travel
- Mini-bar consumption expenses
- Printing and postage expenses, telephone, internet

Please note that the above mentioned rules summarize the Financial Rules for meetings explained in the Cost Vademecum, Section 4, pag. 24-28

www.cost.eu/VADEMECUM

For any question on reimbursements please refer to the GH Managing Office:

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