



INSTRUCTIONS TO OBTAIN A TRAVEL REIMBURSEMENT FROM COMETA

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Disclaimer

This document is meant as a short summary of COST regulations.

For any doubts, special cases or interpretation issues, the [COST Annotated Rules](#) and [COST Travel Reimbursement Rules](#) serve as official references.

1. PREREQUISITES

- an e-COST profile with **personal** bank details (not of your institution!) Create one [here](#)
- being a registered member of COMETA. Sign up [here](#)
- having applied in advance. Check our [twiki](#) for instructions and opportunities
- having read the [Annotated Rules](#), which describe the detailed reimbursement policies of COST

2a. PARTICIPATION TO AN IN-PERSON COMETA EVENT

the reimbursement for attending an in-person event is split into 2 components:

- **long-distance** (more than 100 km) **travel costs** (flights, long distance trains or coaches, car) are reimbursed on an actual-expense basis, up to a maximum. You will need to upload on the e-COST interface the tickets/travel documents showing name of the traveler, total price, place of departure and arrival, dates and times, travel company. Car trips are not always eligible for refunds, please check carefully the COST Annotated Rules in case you plan to drive. Travel cancellation insurances are an eligible expense, so you are encouraged to purchase one for your long-distance trips.

For flights: the airport of arrival and departure should be the same.

If the airport of arrival/departure is not the closest one to the venue, please take screenshots of flight prices to prove that your booking was convenient.

- **hotel, meals and short-distance travel costs** (less than 100 km: taxi, bus, tram, regional train..) are included in the **daily allowance**, which is a flat rate you will receive independently of your actual expenses. The flat rate is calculated from a daily base value decided event by event by the COMETA Core Group, multiplied by a weight that depends on the actual time of beginning and end of your trip. As a rule of thumb, the weight is approximately equal to the number of nights spanned by the trip.

No receipts are required for hotel, meals, buses, taxis, local trains etc.

However, a hotel receipt is required **in case you do not submit a long-distance travel request**, as a proof of the dates of your stay.

Example

For the general meeting in Izmir, the daily allowance is 120 EUR.

If you leave the day before the event and return the day after the end of the event, the weight is approximately 4, so you will receive roughly 480 EUR.

If you travel back on the last day of the event, you will receive roughly 360 EUR.

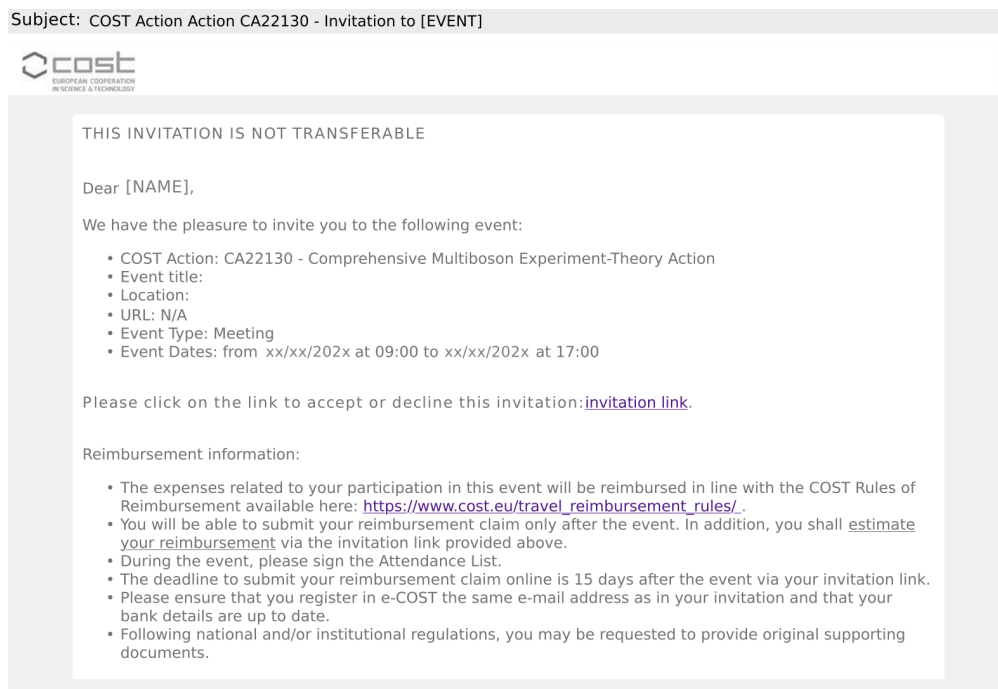
The exact amount can be checked ahead of the meeting via the e-COST interface.

Important

- Short distance (<100km) travel is covered by the daily allowance. It is *not allowed* to include tickets for buses, local trains or taxis in the “Travel Expenses” section.
- If you are receiving a daily allowance from COMETA, you *should not* ask simultaneously for your hotel, meals or local transportation expenses to be reimbursed with other sources, as this constitutes double funding.

Prior to the event

1. you will receive an automated invitation email from e-COST:



make sure to **accept it within 2 weeks from receiving it**

2. If you are eligible for reimbursement, the invitation will give you access to the online reimbursement interface. You can start filling it prior to the event.

daily allowance:


Inserting your time of beginning and end of the trip, the system will automatically compute the total daily allowance amount you are due. Make sure to plan your trip such that hotel, meals and local transportation expenses are covered by this amount.

If you are **not** requesting a daily allowance reimbursement or a **reduction** of your daily allowance rate was agreed upon, indicate it by clicking the corresponding buttons in the menu.

Claim your expenses

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? *

27/02/2024



16:00



 When did you arrive back home? *

02/03/2024



22:00



 What dates did you attend?

Click on the **dates** you **attended**:

28/02/2024


✓ Attended

29/02/2024



✓ Attended

01/03/2024

✓ Attended

 Allowance calculation

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

 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

 Calculated total allowance

EUR XXX.00

 See calculation

 Lower amount

Long distance travel expenses:

Insert the required information in the form and upload the trip documentation.

If you are flying, no boarding passes are required, only the e-ticket.

The traveling distance is calculated automatically by the system and it should be greater or equal than 101 km each way.

If you did **not** request a travel refund, leave the fields empty in the form.

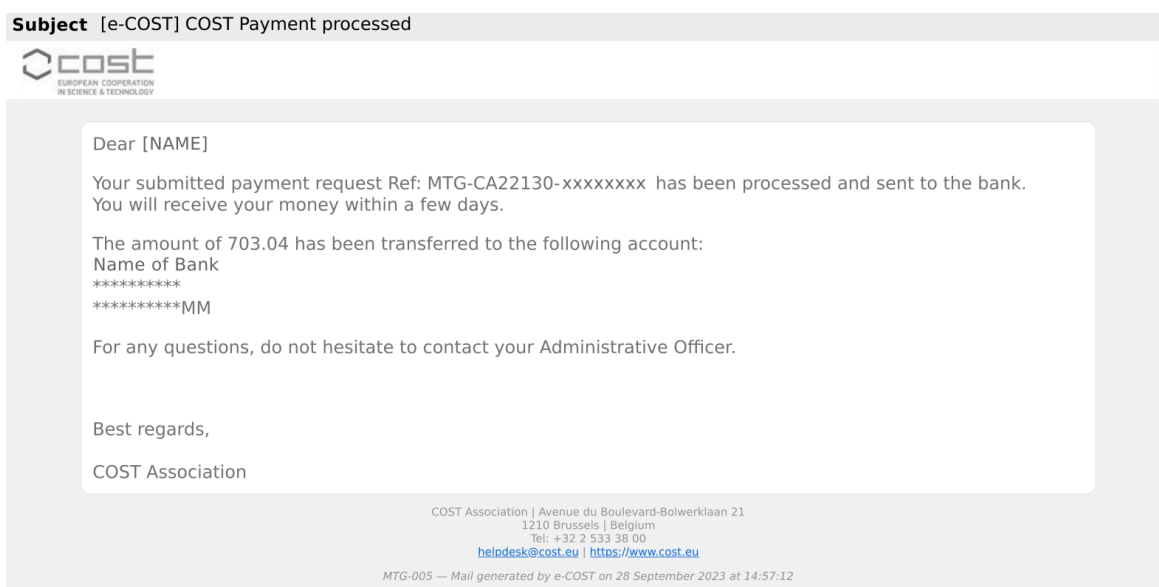
Note that you will need to upload a hotel receipt as proof of travel dates.

After the event

1. complete the form, upload missing documents and submit.

We kindly ask you to **submit the form within 2 weeks of the end of the event.**

2. Once the reimbursement has been processed, you will receive a confirmation email.



2b. SHORT-TERM SCIENTIFIC MISSION

see [Internal Guidelines](#) and [Grant Awarding User Guide](#).

2c. PARTICIPATION TO A CONFERENCE WITH ITC CONFERENCE GRANT

see [Internal Guidelines](#) and [Grant Awarding User Guide](#).

3. FAQ

- **What if the departure location of the trip is different from the return one, or the departure or arrival cities do not correspond to my place of affiliation?
(for example, a staff from a university in Paris departing from Hannover to attend a meeting in Madrid and returning to Genève)**

This is no problem at all for COST. Just make sure to indicate a motivation in the comments section of the online form.

- **May I book a trip with departure and arrival dates such that the stay in the meeting location is longer than the COMETA event?**

Yes. The travel costs are still reimbursed according to the usual rules, but the daily allowance calculation will only include the days of the COMETA meeting, the day before and the one after. Any extra night will not be paid for.

- **Is travel insurance an eligible cost?**

Insurance for trip cancellation is eligible for reimbursement, as long as the total travel price including insurance stays within the maximum cap.

Health or luggage insurances are *not* eligible for reimbursement.

- **What happens if I need to cancel my trip last minute, for instance for illness?**

If you have booked a trip and asked for COST reimbursement, but are unable to travel due to a last-minute problem, you could still have the expenses covered by COMETA.

This applies only in well-defined circumstances and upon providing appropriate documentation.

Please read carefully the [Derogation Guidelines](#) and follow the instructions given there.

- **Where can I find official regulations?**

On the [Annotated Rules](#) and [COST Travel Reimbursement Rules](#).

4. IF YOU ARE AFFILIATED WITH THE UNIVERSITY OF BOLOGNA

Only in this case and only for STSM and Dissemination Grants: you will need to pay the IRPEF tax on the grant received (around 23%, depending on salary bracket).

Please contact Ilaria for more detailed info.

The taxation does *not* apply to reimbursements for attending COMETA events.