

# GRANTHOLDER TRAINING

## INTRODUCTION TO COST REIMBURSEMENT TOOLS

# Eligible costs related to different activities

## Costs that **can be** reimbursed

### 1. Costs related to the Action's activities:

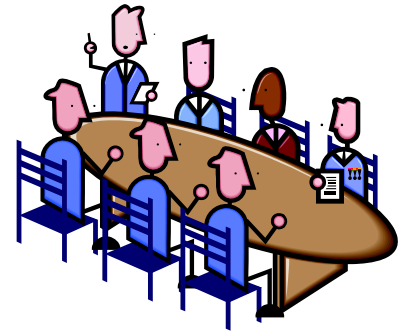
- Meetings: Travel and subsistence allowances/Local organiser support;
- Short-Term Scientific Missions (STSMs): grants
- Training schools: Trainees (grant)/Trainers (Travel and subsistence allowances)/Local Organiser Support;
- Dissemination/Publication/Website
- OERSA = Other Expenses Related to Scientific Activities - bank fees;

### 2. FSAC = Financial and scientific administration and coordination of the Action.

All these expenses are approved in the Action's Work/Budget Plan

**Important Note: VAT is a non-eligible expense**

# Meeting reimbursement



## 1. Eligible Participants:

- MC members/substitutes (nominated by the CNC)
- WG members
- Invited Speakers (max. 4 per meeting)

Note:

- 1) The MC Chair approves the list of eligible participants and participants confirm that they want to be reimbursed before the meeting
- 2) The **signed Attendance List** is the only **legal basis for reimbursement**

# Meeting reimbursement

## 2. Hotel and meals



➤ Accommodation: **flat rate** = max. 120 EUR/night  
 Maximum nights = days attended +1 (night before)

➤ Meals (lunch and dinner): **flat rate** = 20 EUR/per meal (unless meals are provided) - *Meals offered by the Local Organiser are not reimbursed*

*Any deviation requires explicit justification in other/remarks on the COST TRR, supporting documentation, and approval from COST Office and/or the MC prior to the meeting.*

# Meeting 21-22/4 2012

Meals		20-Apr		21-Apr	22-Apr	23-Apr		
Lunch	Departure	Before 12:00	Y	Y	y	Arrival	Before 12:00	N
		After 12:00	N				After 12:00	Y
Before 19:00		Y	Y	y	Before 19:00		N	
After 19:00		N			After 19:00		Y	
Dinner	max. 8 meals (2+2+2+2) if travelling before and after the meeting							

Accommodation		20-Apr		21-Apr	22-Apr	23-Apr	
Travelling	yes	Y	Y	Y	Travelling	yes	N
	no	N				no	N
max. 3 nights = 20+21+22/4 if participant signed attendance list							

# Meeting Reimbursement

## 3. Travel

- **Long Distance Travel = plane, train and bus, car**
- Plane: most economical arrangement - **NO Business Class** travel - **Maximum 1200€** per air ticket - Local Airport Transfer and Airport Car Parking = most economical
  - Train/Bus: Always shortest and most economical route - First class is allowed - seat reservation, transport of luggage, sleeper (in stead of hotel) are eligible (train station-airport-train station)
  - Car: shortest route - **max. 2000km** - flat rate of 0.20/km if travelling alone, if travelling with meeting participant eligible for reimbursement, flat rate of 0.30/km – **no extra hotel** nights

*Any deviation requires explicit justification in other/remarks on the COST TRR, supporting documentation, and approval from COST Office and/or the MC BEFORE the meeting.*

# Meeting Reimbursement

## 3. Travel

→ **Local Transport = train, bus, metro (home-trainstation-home):**

- If < 25€ no receipts are required
- If > 25€ all receipts are required

→ **Taxi:**

- When **no public transport – early departure or late arrival**
- Max. 40€ per leg (going to or coming back from the meeting)

*Any deviation requires explicit justification in other/remarks on the COST TRR, supporting documentation, and approval from COST Office and/or the MC BEFORE the meeting.*

# Local Organiser Support

(max. EUR10,000 per meeting)



## Grant:

- If LOS up to 30 EUR per participant per meeting signing the Attendance List **regardless eligibility for COST reimbursement = no receipts/invoices required**
- If LOS over 30 EUR/per participant per meeting signing the Attendance List **regardless eligibility for COST reimbursement = ALL receipts/invoices required (VAT not eligible)**

## Eligible costs:

- Meeting room, equipment rental, printing, coffee breaks, etc.
- One meal per whole meeting can be reimbursed to Local Organizer



VAT and any other indirect taxes are non-eligible costs

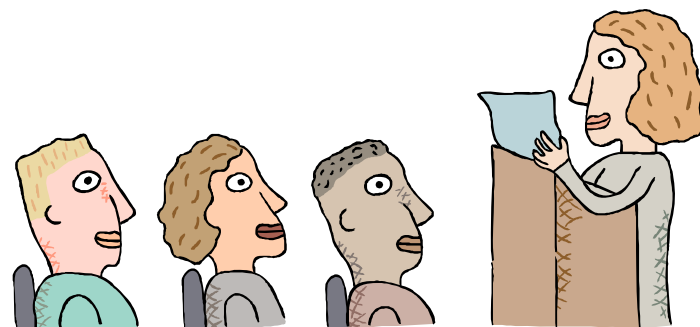
No back to back meeting claiming for local organization support



# STSM (Short Term Scientific Mission)



- Duration = 5 days to 3 months (max. 6 months if Early Stage Researcher)
- GRANT = contribution to overall cost of STSM
  - Max 2500€ for STSMs up to 3 months
  - Max 3500€ for STSM over 3 months (only in case of ESR)
- Calculation usually based on :
  - Daily allowance: EUR 60 to 90
  - Travel: EUR 300
- Approval from STSM Panel or MC Chair needed
- Online application procedure
- **RSTSM – PLEASE CONTACT COST OFFICE**

# Training School



- Duration: 3 days to 2 weeks
- Eligible expenses:
  - Local Organiser: see LOS
  - Trainer/Lecturer: see meetings
  - Trainees: fixed grant – (see STSM grant)

# Highlights

- No carry forward of under spent Grant budget
- Use original currency and amount
- No face value! Flat rate EUR120 per night and EUR20 per meal (or lower if MC pre-approves  notification of participants PRIOR to the meeting + same amount for all participants + NO invoices
- Change of work/budget plan  MC approval and COST notification
- Minutes of each meeting to be sent to COST Office
- VAT is not eligible

 Conflict of interests

# e-cost web-link and email address

- Access to e-COST is:

<https://e-services.cost.eu/>

- Vademecum part B:

<http://www.cost.eu/participate/guidelines>

- e-COST related mails should be sent to:

[e-cost@cost.eu](mailto:e-cost@cost.eu)