Dear Action Chairs, Dear Action Grant Holders,

In order to help you in the management of your Action, please find below a summary of the COST rules and the list of documents which are required before processing payments (non-exhaustive list).

A check list is added for you to follow up and complete the full process in a good manner.

**Please consider that this does not replace the COST Vademecum. Please refer to the COST Vademecum when in doubt:** [**http://www.cost.eu/download/COSTVademecum**](http://www.cost.eu/download/COSTVademecum)

For travel reimbursements, please make sure that the following supporting documents are uploaded in e-COST (meeting participants and Trainers):

|  |  |
| --- | --- |
| International/Domestic flight | Up to max 1200 € on Economy Class  E-tickets: name of the participant, full itinerary including flight date and time, booking class and airfare  Travel Derogation: Please ask for comparative quote from multiple search engines (skyscanner/opodo/expedia) if the participant is travelling to/from other than their country of residence or affiliation |
| Train Cross-Border  Bus Cross-Border  Ferry Cross-Border | Receipt including date, time, route and rate (First class or Business class is eligible) |

Public/local transport:

|  |  |  |
| --- | --- | --- |
|  | **Public Transport < 25 € for the entire duration of the meeting** | **Public transport > 25 € for the entire duration of the meeting** |
| Train within 1 country  Bus within 1 country  Metro within 1 country  Shuttle within 1 country | No receipts required | **All** public transport receipts are required |

Car Travel:

|  |  |
| --- | --- |
| Cross border or within 1 country | Up to max 2000 km for the entire trip  .20€/km and .30€/km with another COST passenger (the driver is NOT a passenger)  Google map showing the number of km and the route from/to |

Taxi: **ONLY**

|  |  |
| --- | --- |
| Taxi between 22h00 till 07h00 due to late arrival or very early departure to/from the airport/train station | Up to max 80 € in total for all receipts  Receipt is required including, date, time, and the amount paid. |
| NO public transportation available |

Accommodation and meals:

|  |  |
| --- | --- |
| Accommodation  Meals | Same flat rate to all participants  Up to max 120 €/night  Up to max 20 €/meal/day (only lunch and dinner) |

Regarding Local Organizer Support (LOS), please make sure that the following supporting documents are uploaded on e-COST:

|  |  |
| --- | --- |
| LOS - Lump Sum – up to 20 € pp/day and up to EUR 5000 | Based on the signed attendance list  No receipts required |
| LOS - Actual Expenses – up to EUR 10000 | All invoices  **NO VAT**  Final breakdown |