

C. REIMBURSEMENT FAQs – SUMMARY OF RULES AND COMMON MISTAKES

This is a summary of the reimbursement rules that highlights some of the most common mistakes in reimbursements from previous ActInPak meetings.

The document consists of a summary of the generic COST rules, all focusing on Travel Reimbursement. For each meeting, specific ActInPak rules (for example: lower lump-sum for accommodation) might apply. These will be communicated in advance of the meeting on our website as well as in the respective meeting invitations. Separate documents exist on organisational matters and local organiser support.

1. ACCOMMODATION EXPENSES [[Vademecum](#), section 4.1.1]

The total number of eligible nights is calculated based on the arrival and departure time from the participant's home country to the meeting country. This eligibility is restricted to the number of days of the ActInPak meeting + the night before.

Example: for a meeting taking place on the 16th and 17th April, the participant can claim the maximum allowance of 3 nights only if he/she stays from 15-17th April. If the participant travels from 16-18th April, he/she is eligible only eligible to 2 nights.

Reimbursement of accommodation expenses is based on a lump sum of **120€/night** and no receipts are required.

2. MEAL EXPENSES [[Vademecum](#), section 4.1.2]

The total number of eligible meals is calculated based on the arrival and departure time from the participant's home country to the meeting country. The participant will receive **20€/meal** considering 2 meals per day: lunch at 12h00 and dinner at 19h00. This eligibility is restricted to number of days of the ActInPak meeting + the day before and after.

Example 1: for a meeting of two days where the participant arrives the day before and leaves the day after the end of the meeting, he/she is eligible to a maximum of 8 meals (depending on the time of travel)

Example 2: for a meeting taking place on the 16th and 17th April, a participant that started his travel on the 15th April at 6:00 and finished his travel on the 16th April at 23:00 is eligible to the maximum of 4 meals.

This reimbursement is also a lump-sum and does not require receipts.



If the local organiser of the ActInPak meeting provides meals (such as light lunches or networking dinner), the participant is not eligible for the reimbursement of this meal, unless they had to pay the local organiser. Meals provided by the local organiser will be automatically deducted from the eligible meals in the e-COST system.

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3. TRAVEL EXPENSES

3.1 LONG DISTANCE TRAVEL [[Vademecum](#), section 4.1.3]

Long distance travel means traveling across national borders from the participant's home country to the country of the COST meeting and back. The participant is entitled to request reimbursement irrespective of the dates of travel.



Travel derogation in case of travelling to/ from countries other than that where the approved meeting is being held, should be approved before the meeting by the Grant Holder and justified with comparative quotes from reputable online travel search engine (Skyscanner, Expedia, Opodo etc.), receipts and complete travel itinerary.

3.1.1 AIR TRAVEL

Air travel needs to be justified with a receipt with details of name of the participant, class, price and itinerary. Administrative fees by travelling agencies, luggage or booking seats are eligible



Only economy class is eligible for reimbursement.
Travel insurance or fees related to travel cancellation/change are not eligible for reimbursement

3.1.2 TRAIN OR BUS

Train or bus travel needs to be justified with receipts detailing the service provider, mode of the transport, the full price, the date of travel, and itinerary.



First, second and business class tickets are eligible for reimbursement. Participants should assure that the ticket states the origin and destination in different countries to be considered in this category.

3.2 LOCAL TRANSPORT [[Vademecum](#), section 4.1.4]

Local transport is when an eligible participant uses travel options that start and finish within one country's national borders - specifically not travelling across national borders.

These expenses can be claimed in two ways: When the expenses in trams, metro, buses, trains are up to €25 the reimbursement is paid as a lump-sum, no receipts are required. When these expenses exceed €25, all individual expenses should be justified with receipts.



Local transport includes both expenses taking place in the country of the meeting and home country (example: transport from home-airport) as long as the transport does not cross national borders

Example: participant takes train from home to the airport for €20 in their home country. In the country of the meeting, the participant takes a tram to reach the meeting venue on several days, for a total of €10. The participant needs to justify all costs with receipts, as the total costs for local transport are > €25.

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3.3 OTHER TRANSPORTS

3.3.1 TAXIS

These expenses can be claimed under long distance travel or local transport depending if the travel crossed national borders or not. If claimed under local transports these expenses do not add to the €25 rule.

These expenses should always be justified with receipt with date, time and justification.

A participant is only permitted to take a taxi under two circumstances:

- » No other public transport is available
- » In case of early departure (before 7 a.m.) or late arrival (after 10 p.m.)



Taxi expenses have a maximum of 80€/participant/meeting

ActInPak rule: Between 7 a.m. and 10 p.m., taxis between hotel and station/airport are not reimbursed unless there is no local transportation available, which has to be justified showing the itinerary and the hotel address.

3.3.2 CAR TRAVEL

These expenses can be claimed under long distance travel or local transport depending if the travel crossed national borders or not. If claimed under local transports these expenses do not add to the €25 rule.

Car travel should be justified with a print-out of the google maps itinerary or similar reputable web engine stating the distance in kilometres. This transport is reimbursed by a lump-sum of €0,20/km (traveling alone) or €0,30/km (travelling with another eligible COST participant). In the latter case, the name of the eligible participant should be stated.



Car expenses are up to a maximum of 2.000 km/meeting.

Fuel expenses, tolls charges and car rental expenses are not eligible for reimbursement.

3.3.3 PARKING

Parking tickets are eligible only for the duration of the meeting justified with the receipt. Without receipts (for example: parking included in hotel expenses) the parking will not be reimbursed.

3.4 OTHER ELIGIBLE EXPENSES RELATED TO MEETINGS [Vademecum, section 4.1.5]

There are other eligible expenses that can be reimbursed by COST such as:

- VISA expenses (not including travel or posting expenses related to obtaining the visa)
- Expenses due to medical illness or Force Majeure

For other transports and complete list of rules please refer to: www.cost.eu/Vademecum

In case of additional uncertainties or approvals please contact me via e-mail to fp1405@bumaga.nl