



Growing
ideas
through
networks

COST Action CA16101

2nd MC meeting

Nathalie Warengien – Krakow – 06 November 2017

Content



1

News from COST

2

Status of the
Action

3

Reimbursement Rules

4

Claims submission

5

Communication with
COST Association

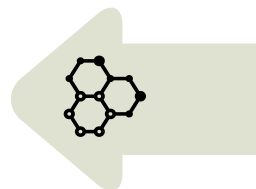
News from COST



Payment of the Grant

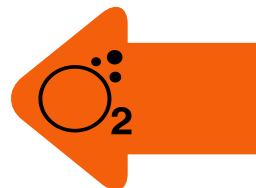


3rd payment



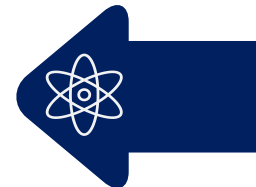
15%

2nd payment



35%

1st payment



50%





STSM – Specific Provisions

- Researchers from a Participating Inclusiveness Target Country (ITC)*:
50% of the grant upon completion of the 1st day

*Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, fYR Macedonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey



ITC Conference Grants

- PhD students and Early Career Investigators (ECI) with affiliation in a **Participating Inclusiveness Target Country (ITC)**
- At least oral/poster presentation
- Listed in the official programme
- Pre-Approval by the MC



ITC Conference Grants – Financial Support

- Maximum EUR 160 per day for accommodation and meals
- Maximum EUR 2500 (including conference fees up to EUR 500)
- ✓ Scientific report approved before payment



COST Branding for Dissemination

- **Reference:** www.cost.eu/media/visualidentity
 - New COST Logo
 - EU Emblem
 - Accompanying text
- **To be used for:**
 - Action website
 - Promotional materials
 - Publications
 - Final Action Dissemination

Status of the Action





Status of the Action

- **CSO Approval:** 24 October 2016
- **Start date:** 2 March 2016
- **End Date:** 1 March 2021
- **Number of Parties:** 28
- **New Parties:** Austria, Lithuania and Montenegro
- **Grant Holder:** Sheffield Hallam University
- **Grant Holder Manager:** Patrick Egan

MC Decisions

MC MEETINGS



2/3 of Participating COST
Full Members/COST
Cooperating Member

Majority vote with one
vote per Participating
COST Full Member/COST
Cooperating Member

MC decision minuted and
sent to COST Association

WRITTEN PROCEDURE / E-VOTE



Initiated by MC Chair

All MC members

Vote open (7 days)

Majority vote with one vote per
Participating COST Full
Member/COST Cooperating
Member

MC decision sent to COST
Association and included in
minutes of next MC Meeting

COST Networking Tools



Reimbursement Rules

**KNOW THE
RULES!**





KNOW THE
RULES!

Meetings

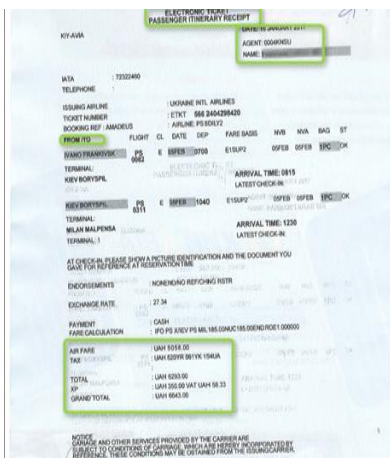
- Accept or Decline the invitation
- Sign attendance list
- Submit your claim online with relevant supporting documents
- **Claim Submission Deadline:** 30 days

KNOW THE RULES!

Long distance travel = cross border travel

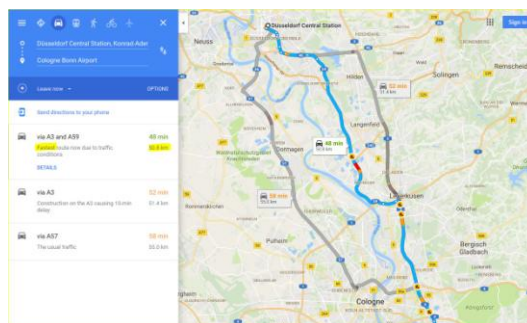
Flight expenses:

- Economy class only
- Max EUR 1200
- Full travel itinerary
- Ticket price
- Name of passenger



Car travel expenses:

- Maximum distance 2000 km at
 - EUR 0.20 per km
 - EUR 0.30 per km with 2 or more eligible participants
- Proof of distance



Trains, bus and ferry expenses:

- First, second and business class

You must submit invoice / receipts



Local Transport – travel within 1 country

Public transport expenses (shuttle, ferry, bus, train, metro and tram):

Claimed amount

- ≤ EUR 25 → No receipts required
- Claimed amount
- > EUR 25 → All receipts required



Taxi expenses are allowed when:

- No other means of public transport is available
- To/From airport between 10pm and 7am

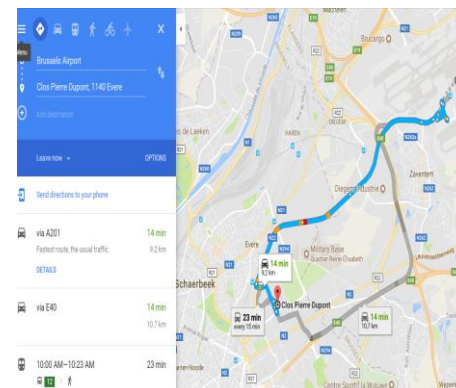
AND

Only up to a maximum of EUR 80 in total with receipts



Car travel expenses:

- Same rules apply





KNOW THE
RULES!

Other travel eligible expenses

- Luggage fees
- Parking fees
- Entry visa fee

KNOW THE
RULES!

Accommodation expenses

- Flat rate: EUR 120 per night
- No receipts
- Maximum nights = **actual number of meeting days attended** + 1 night before the event
- MC decision: lower flat rate
- Same flat rate



Meals expenses


- Flat rate: EUR 20 for lunch and dinner
- No receipts
- Based on travel times
- Offered meals by Local
Organiser Support (LOS)
- MC decision: lower flat rate
- Same flat rate





Non-eligible expenses

- Registration, lecture fees and honoraria
- Insurance (life, medical, health, luggage, etc.)
- Fuel, road tolls and car rental
- Charges for a rebooked travel ticket
- Expenses associated with obtaining visas



How to submit your Online Travel Reimbursement Request (OTRR)



Step 1/5 Accept or Decline



e-COST

Invitation to COST Association Event

Dear Dr

You are invited to the following COST event. Please indicate below if you wish to participate.

Training School Details

Training School ID ECOST-TRAINING_SCHOOL-TD1409-010517-087354

Title ICMS Modellins Camp

Start Date 2017/05/01

End Date 2017/05/04

Location ICMS, Edinburgh, United Kingdom

Step 1/5

Invitation

Please advise us if you intend to come to the event.



Step 2/5 Reimbursement?

Invitation to COST Associaton Event

Mr Ertuğrul Altuntaş

Meeting Details

Meeting ID

Title Building with Bio-Based Materials: Best Practice and Performance Specification

Start Date 2017/09/06

End Date 2017/09/07

Location Lisboa, Zagreb, Croatia

Step 1/5 Invitation : Accepted

Decline

Step 2/5 Reimbursement : Yes

No

If you decided to NOT submit a claim, please click the 'No' button above.

To be able to electronically sign documents, your browser needs to be activated for strong authentication. This is a one time operation for every browser used. If later on you use a different browser, you will be prompted to activate that browser before it can be used to sign documents electronically.

Please click the button below to proceed. You will receive an e-mail containing an activation code which you will be prompted to enter in the next screen.

Proceed with the activation

Note: Additional information of the Strong Authentication is available [here](#).



Step 3/5 Fill in your travel expenses

Travel information and expenses

Please note:

- Local organiser has paid 1 meal(s) for this meeting, which has/have been automatically deducted from the number of eligible meals that you can claim.

Please carefully read the [Travel Reimbursement Request \(TRR\) Rules](#) before you encode your expenses.

Travel dates (Door to Door)

Travel Start Date 2016-04-13  Time 10:00 - 10:59 ▾

Travel End Date 2016-04-15  Time 22:00 - 22:59 ▾

Meeting Attendance

Please indicate by clicking on the check box below which days you attended the COST event as confirmed by you signing the attendance list.

14 Apr 16





Upload receipts

Supporting Documents

Download ALL

Attached Document 1

flight tickets

Download

Attached Document 2

taxi receipt

Download

Attached Document 3

local car travel itinerary

Download

Attached Document 4

flight invoice

Download

Attached Document 5

parking invoice

Download

Current Total



Step 4/5 Select Bank account

Bank Account

JOHN CH. SMITH / BE000000000000002

Add A New Account

Select the Bank Account you would like to get reimbursed on above. To select a non-listed account , click "Add a new account".

After selecting your bank account, you will be able to preview a draft version of your TRR (Travel Reimbursement Request) Form to verify the details.

Once you have selected your bank account you will be able to review your TRR and submit your claim.

Save



Step 5/5 Submission

Submission

☒ I declare that the above expenses are not being reimbursed from any other source.

The COST Association reserves the right to correct this document after signature by the participant to comply with COST Rules.

Click to submit your claim electronically. You will be prompted to enter your e-COST password to verify your identity.

[Submit e-Claim](#)

Note: Additional information of the Strong Authentication is available [here](#).

Dr John Smith

Your online reimbursement request has been successfully submitted. You may download the Travel Reimbursement Request(TRR) in pdf format for personal filing. No further action is required from your side.

[Download TRR](#)

Meeting Details

Meeting ID	ECOST-MEETING -140416-072346
Title	Management Committee meeting
Start Date	2016/04/14
End Date	2016/04/14
Location	COST Association, 149 Avenue Louise, B-1050, 15th Floor, Brussels, Belgium

Communicating with COST

- Communicate only outcomes of MC decisions
- Always indicate your Action number





Thank you

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