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Eligible Expenses and Reimbursement Procedures

*The following document provides practical information on **eligible expenses and reimbursement procedures for participants entitled to travel reimbursement** in the framework of the COST Action **CA20113 ProteoCure**.*

ELIGIBILITY CRITERIA

Applicants must be from a ProteoCure laboratory, clinic, or industry.

ASSESSMENT CRITERIA

Priority to Young Researchers and Innovators (Less than 40 years old by COST definition), then to participants from ITC/NNC countries, and taking into account gender balance. Priority will be given to applicants who demonstrate financial need and would otherwise be unable to attend the event without financial support.

GENERAL RULES AND PROCEDURES FOR REIMBURSEMENT

- Transportation expenses will be reimbursed at face value, while a fixed amount will be granted for accommodation, including housing and meals.
- **Choose the most economical means of transport.**
- Make your transport arrangements as soon after receiving your official travel grant notification.
- Register for an e-COST profile at <https://e-services.cost.eu> - grantees can choose to enter their own bank account or their institution bank details to their e-COST profile.
- **The ProteoCure Grant Holder will send you an email (from noreply@cost.eu) with a link that contains a meeting invitation to start the process.**
- **Sign the attendance list on each day that you attend the meeting. THIS IS MANDATORY.**
- Declare via e-COST when submitting your Online Travel Reimbursement Request (OTRR) that the participant will not receive a reimbursement or an allowance from a third party to support the attendance at the COST activity for where they are submitting a claim – **double funding is not permitted.**

- **Submit a completed OTRR within 30 calendar days after the end date of the event. Please follow the online instructions available on e-COST.**
- **Upload legible copies of all invoices/receipts and relevant supporting documents onto e-COST.**
- Original invoices / receipts and other forms of supporting documentation must be kept and archived by each eligible participant.
- **All payments made to eligible participants are in Euro at an exchange rate automatically calculated by e-COST** which uses the conversion rate applicable at the end date of the meeting in question. Bank charges/fees incurred by the Grant Holder in relation to returned or rejected payments due to incorrect bank account details being provided by a beneficiary of COST funds can be subtracted from the payable amounts.

DAILY ALLOWANCES COVER ACCOMODATION, MEALS, SHORT DISTANCE TRAVEL

The reimbursement of incurred expenses for accommodation, meals, and short distance travel (defined as less or equal a 100 km one way) is paid as one lump-sum amount known as Daily Allowance (DA).

- **The DA for the ProteoCure 3rd Annual Meeting in Warsaw, 7-10 May 2024, has been fixed at 150 €.**
- **No invoices or receipts are required.**
- The DA to be reimbursed to each participant will be calculated as shown in the table below, taking into account the day and hour of arrival and departure based on the travel documents and the days of attendance at the meeting, as evidenced by the signature on the attendance list.

Travel to the event:	
- travel starts before 11:59	Full DA rate
- travel starts between 12:00 and 18:59	90% of DA rate
- travel starts after 19:00	80% of DA rate
Event days when participant does not travel:	
Each event day attended by the participant	Full DA rate
Travel from the event	
- travel ends before 11:59	20% of DA rate
- travel ends between 12:00 and 18:59	30% of DA rate
- travel ends after 19:00	40% of DA rate
Arrival and departure on the same day of the event	
For participants arriving and departing on the same day to the event, the calculation of their daily allowance depends on their travel time.	Between 20% and 40% of DA rate

- Accommodation expenses must be paid directly by the participants.
- In case you share the hotel room with other participant entitled for reimbursement, only one participant can submit a claim for the full DA rate.

An eligible participant residing in the same city as where the approved activity should not claim for accommodation expenses.

TRAVEL GRANTS COVER LONG DISTANCE TRAVEL EXPENSES

Long-distance travel is any travel equal to or above 101 km one way from the legal entity of affiliation of the participant) to the meeting venue or from the meeting venue to the legal entity of affiliation. Long-distance travel may be by train, ferry, bus, plane, or car.

The incurred long-distance travel expenses are reimbursed on face-value including VAT, up to a maximum set by the ProteoCure Management committee, and can neither exceed the maximum of 1500 EUR set by COST, **cancellation insurance included**, for the roundtrip.

The participants shall, in order to see their long-distance travel expenses being reimbursed, **attach the receipt(s) that shall clearly detail:**

- The name of the service provider;
- The mode of transport taken;
- The full price paid for the ticket;
- The name of the passenger if applicable;
- The travel dates, departure and arrival times (an invoice only showing the amount will not suffice).

Failure to provide the required supporting documents with the information mentioned above may lead to the rejection of the claim.

Specific conditions for car travel expenses:

- Car travel is limited to a maximum distance of 2 000 km for the entire journey;
- Car travel shall be reimbursed at EUR 0.35 per km;
- If multiple participants travel together, only one person may claim the reimbursement of the number of km. Other eligible participants travelling in the same car are not eligible for the reimbursement of the car km.
- Additional fuel expenses or tolls charges are not eligible to be reimbursed.

Other travel expenses: Visa expenses

- Participants may only claim the costs related to visa processing fees relevant to attending approved COST event(s);
- Attach supporting documents shall include:
Receipt / stamp from the embassy / consulate issuing the visa; o Amount paid for the visa and possible administrative costs.

NON-ELIGIBLE EXPENSES

1. **Taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel, additional accommodation or meals;**
2. SMS costs, photograph cost or photocopies, postage expenses or service fees associated with obtaining visas;
3. Life and medical insurance - expenses related to addressing / treating health issues;
4. Luggage insurance;
5. Carbon offset fees. Nonetheless, COST Actions are encouraged to consider the environmental impact of their activities when making their plans and or look for other sources of funding for this expense;
6. **Fees, charges, and/or penalties linked to a participant changing or having to rebook travel tickets;**
7. Wi-Fi, telephone, internet, laundry and mini-bar consumption expenses;
8. Printing and postage expenses;
9. Regional and / or national taxation fees; stamp duty expenses;
10. Bank charges / fees on reimbursement made by the Grant Holder.