

ELIGIBLE EXPENSES AND REIMBURSEMENT PROCEDURES

*The following document provides practical information on **eligible expenses and reimbursement procedures for participants entitled to 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), 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.
- You must choose the most economical means of transport.
- Make your transport arrangements as soon as possible after receiving your official invitation.
- Register for an e-COST profile at <https://e-services.cost.eu> - each participant must add their 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 the meeting invitation to start the process.**
- **Sign the attendance list on each day that you attend the meeting/training school. THIS IS MANDATORY. Not signing the attendance list will prevent you to claim the reimbursement.**
- 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**. The COST Association reserves the right to contact any beneficiary of COST funds and/or their institution or a relevant third party when double funding is suspected.
- **Submit a completed OTRR within 15 calendar days after the end date of the event. Please follow the online instructions available on e-COST.**
- **Upload legible copies of all eligible 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, unless original documentation is specifically requested by the Grant Holder Institution.
- 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 may be deducted from the payable amounts.

1. DAILY ALLOWANCES COVER ACCOMMODATION, MEALS, SHORT DISTANCE TRAVELS

The reimbursement of incurred expenses for accommodation, meals, and short distance travel (defined as less or equal a 100 km one way, including taxi) is paid as one lump-sum amount known as Daily Allowance (DA). **No invoices or receipts are required.**

- The DA rate for the ProteoCure COST Action Annual Meeting is set at **170 euros**.
- **Number of eligible nights:** The real number of nights to be reimbursed to each participant will be calculated considering the travel documentation (e.g. day of arrival and departure proved by plane tickets receipt or parking receipt) and the days of attendance of the meeting, proved by the signature in the Attendance List.

The table hereunder describes how those criteria are taken into account in the calculation of the daily allowance:

Travel start date:	
- 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
Travel end date:	
- travel end 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
Event days:	
Each event day attended by the participant	Full DA rate

- Accommodation expenses must be paid directly by the participants (can't be paid by the Grant Holder or the Local Organizer).
- In case you share the hotel room with other participant entitled for reimbursement, only one participant can submit a claim for the reimbursement of the accommodation expenses.
- An eligible participant residing in the same city as where the approved activity should not claim for accommodation expenses.

2. LONG DISTANCE TRAVEL EXPENSES

Long-distance travel is **any travel equal to or above 101 km one way** between a main transportation hub at the point of departure and the main transportation hub at the event venue. Long-distance travel modalities may be by train, ferry, bus, plane, car (see special provisions for transport by car below).

Transport to and from a main transportation hub (meaning an airport, harbour, main train or bus station) is covered by the daily allowance if the distance is less or equal to 100 km one way. This is considered as short-distance travel.

The incurred long-distance travel expenses are reimbursed on face-value including VAT, 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 supporting documents which shall clearly detail:

- The name of the service provider;
- The full price paid for the ticket;
- The name of the passenger if applicable;
- The travel itinerary including travel dates, departure and arrival cities (for plane), departure and arrival times (an invoice only showing the amount will not suffice);
- The type of extra charges claimed such as seat reservation, extra leg room, exit row seat, fast lane, priority boarding, sms priority boarding fees, luggage associated expenses, sustainable fuel surcharge and the associated amount paid for, if applicable.

A complete copy of the travel booking or ticket is required. Print screens or partial documents are not accepted. Failure to provide the required supporting documents with the information mentioned above may lead to the rejection of the claim.

Adding extra days to one's trip or deviations from the normal itinerary, whether for personal or for professional reasons, shall not be reimbursed. For the purpose of implementation of these principles, the following definitions shall apply:

A layover refers to the waiting time between two connecting flights at the airport or different modes of transport (eg. Train + flight, flight+ bus, etc). A layover should not exceed a duration of 24 hours. Anything longer than 24 hours is considered a stopover.

A stopover is when a traveller intentionally pauses their journey in a connecting city or country for more than 24 hours before continuing to their final destination. In this event, if the cost of each portion of the journey cannot be identified, 30% of the total amount of the ticket shall be deducted.



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Specific conditions for car travel expenses:

- Car travel is limited to a maximum distance of 1 000 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.
- Submission of a parking receipt which shall clearly detail the parking date(s). If parking is paid by sms, a print screen of the sms shall be uploaded in e-COST. There will be no reimbursement without a parking receipt. For free parking at the hotel, please, request the hotel to provide you with a proof of parking.

Visa expenses :

Participants may only claim the costs related to visa processing fees (or exit visa fees) relevant to attending approved COST event(s);

Supporting documents shall include: Receipt / stamp from the embassy / consulate issuing the visa; o Amount paid for the visa and possible administrative costs.

Medical illness and / or Force Majeure:

If an eligible participant (or a first degree relative of an eligible participant) suffers from a medical illness or if an eligible participant encounters a case of Force Majeure (e.g. a strike or natural disaster) and, as a result, there is an expressed need to cancel / change travel ticket (s) and / or hotel reservation (s), then non-refundable amounts or additional expenses can be considered as being eligible for reimbursement.

3. NON-ELIGIBLE EXPENSES

The following expenses may never be claimed as travel expenses:

1. Lecture fees and honoraria;
2. Any expenses claimed on top of the daily allowance or long-distance travel such as incidental costs (e.g. taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel);
3. Monthly subscriptions (train, bus, etc.);
4. Third-party service fee for visa processing (including appointment booking, SMS costs, photograph costs or photocopies, postage expenses or service fees associated);
5. Stand-alone medical or life insurance;
6. Luggage insurance;
7. 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;
8. Fees, charges, and/or penalties linked to a participant changing or having to rebook travel tickets;
9. Wi-Fi, telephone, internet, laundry, and mini-bar consumption expenses;
10. Printing and postage expenses;
11. Regional and/or national taxation fees; stamp duty expenses;
12. Bank charges, exchange or commission fees on reimbursement made by the Grant Holder.

Contact info

If you have any doubt or need any additional information, you can contact Laetitia Poidevin, ProteoCure Project manager: proteocuregrantholder@cipf.es.