

TRAVEL REIMBURSEMENT RULES

(Summary applicable from 1 November 2024 to 31 October 2025)

Click [here](#) for the complete Travel Reimbursement Rules (Annex 1-A1-3) and [here](#) for how to submit a travel claim in e-COST.

What is reimbursed when you participate to a COST event?

1

Daily Allowance

Rate per day is based on country where the event is taking place.

(Daily Allowance per Country)

- Covers **accommodation, meals, short distance travel and other incidental costs**
- No invoices required
- Local participants can claim 50%



2

Long distance travel

Journeys **above 101 km (one way)** for the purpose of attending a COST event.

- Using **plane, train, bus, ferry and/or car**
- Reimbursement from departure point to event venue and to final destination
- Deviation from travel for personal or professional reasons is not reimbursed
- Layovers should **not exceed 24 hours**
- Maximum claim of **EUR 1500 (including travel cancellation insurance)**
- All supporting documents shall detail the following (to be uploaded via e-COST):

- name of service provider
- full price paid
- name of passenger, if applicable
- complete travel itinerary: dates, arrival and departure cities, departure and arrival times
- other type of extra charges such as seat reservations, extra leg room, exit row seat, fast lane, priority boarding, sms priority boarding fees, luggage fees, sustainable fuel surcharge



Use of Car (Long distance travel by car)

- Limited to **1000 km in total**
- Reimbursed at **EUR 0.35 per kilometer**
- Upload to e-COST **parking receipts or screenshot of SMS, clearly showing the dates**
- If sharing a car, only 1 participant may be reimbursed



3



Other eligible expenses : Visa Expenses

- Visa processing or exit fees related to attending COST events
- All supporting documents should be uploaded to e-COST such as **receipt/stamp from embassy/consulate, and amount paid for the visa**

Non-eligible expenses

The following expenses will never be reimbursed.

- Taxi, parking, tolls, fuel, carbon tax, car rental, extra nights or meals
- Lecture, Conference fees or honoraria
- Rebooking fees
- Luggage, car, life and medical insurance
- Third party service fees for processing visa, sms, printing or postage fees
- Carbon offset fees
- Wifi, telephone, laundry, internet, mini bar consumption
- Bank charges, exchange or commission fees