




Growing  
ideas  
through  
networks



## **COST Action CA16208**

KNOWLEDGE CONVERSION FOR ENHANCING  
MANAGEMENT OF EUROPEAN RIPARIAN ECOSYSTEMS  
AND SERVICES


2nd Action Meeting Cassia Azevedo – Rennes – 07/02/2018

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 Funded by the Horizon 2020 Framework Programme  
of the European Union





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- 4 Claims submission
- 5 Communication with COST Association

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## Status of the Action




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CM2



## Status of the Action

- CSO Approval: 23/06/2017
- Start date: 09/11/2017
- End Date: 08/11/2021
- Number of Parties: 27
- New Parties: 1
- Grant Holder: Université Rennes 2
- Grant Holder Manager: Ms. Servane de Bélizal



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## Diapositive 4

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**CM2** This is an optional slide if not presented by SO or MC Chair  
Carmencita Malimban; 12/05/2017

## 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

Always communicate the MC decisions to the GH Manager

## Reimbursement Rules

**KNOW THE RULES!**



KNOW THE  
RULES!

## Meetings

- Sign attendance list
- Claim Submission Deadline: 30 days

KNOW THE  
RULES!

## Long distance travel = cross border travel

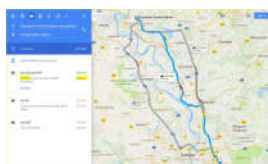
### Flight expenses:

- 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**



*KNOW THE RULES!*

## Local Transport – travel within 1 country

Public transport expenses (shuttle, 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



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*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



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KNOW THE RULES!

## Meals expenses


- Flat rate: EUR 20 for lunch and dinner
- No receipts
- Based on travel times



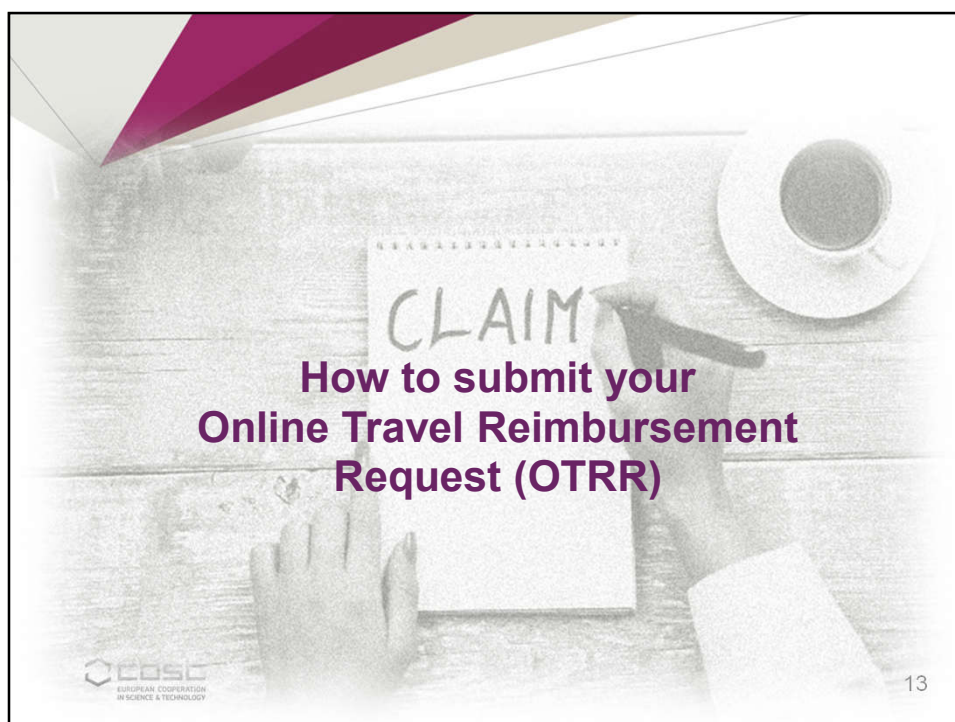
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## Non-eligible expenses

- 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



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**Step 1/5 Accept or Decline**

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**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 Association 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**


**Step 2/5 Reimbursement** ☒ **Yes**

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.

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 ☒

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### ACCOMMODATION

Number of nights

Cost per night

Justification

*(\*) Accommodation is only reimbursed based on a flat rate.*


### MEALS

Number of meals



Cost per meal

Justification

*(\*) Meals are only reimbursed based on a flat rate.*

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### LONG DISTANCE TRAVEL EXPENSES

Means of transportation

From

Country

City

To


Country

City

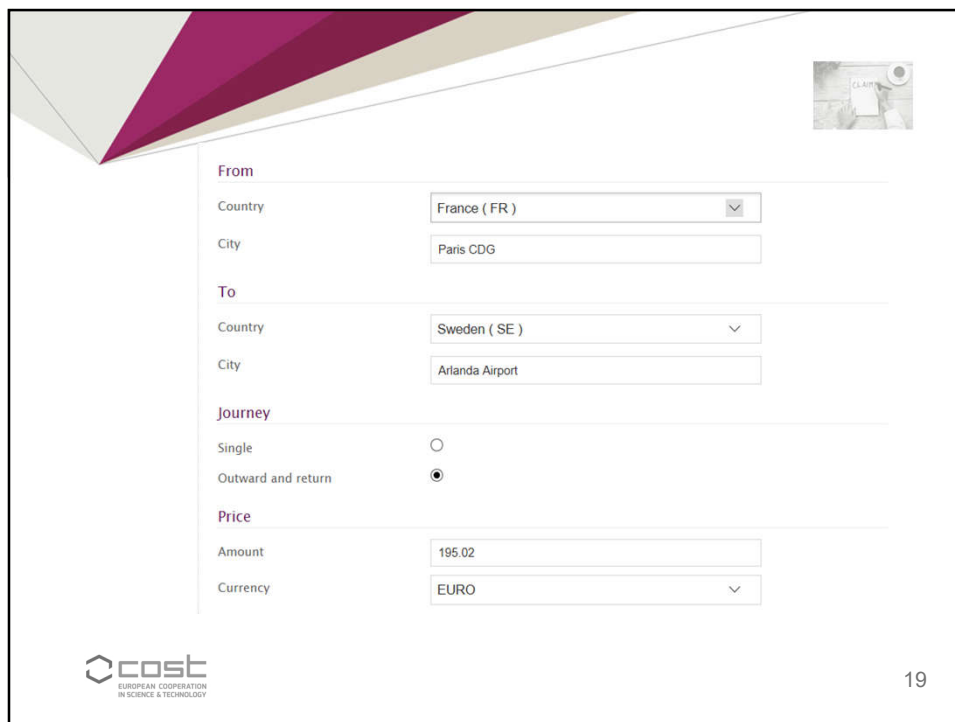
Journey

Single ☐

Outward and return ☒

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**From**

Country: France ( FR )

City: Paris CDG

**To**

Country: Sweden ( SE )

City: Arlanda Airport

**Journey**

Single: ☐

Outward and return: ☒


**Price**

Amount: 195.02

Currency: EURO

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**LOCAL TRANSPORT EXPENSES**

Expense type: **Please Select**

- Public Transport Expenses
- Taxi Expenses
- Car Travel
- Parking Expenses
- Ferry Expenses

**About Public transport expenses**

Public transport expenses are bus, train, metro and tram. The reimbursement rules for public transport (bus, train, metro and tram) are as follows: If the amount claimed for the entire journey is equal to or less than EUR 25, then no supporting documents are required. In any case, the local transport options for your journey(s) must be detailed in the relevant section below. If the amount claimed for the entire journey is more than EUR 25, then supporting documents justifying the total amount claimed must be provided by the participant. All submitted invoices / receipts must clearly detail the name of the service provider, the full price of the ticket and the date of travel. All segments of the journey must be detailed in the relevant section below.

Amount: 25

Currency: EURO

Please detail the nature and price of your local transport expense(s): local public transport

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**LOCAL TRANSPORT EXPENSES**

Expense type: **Car Travel**

**About Car travel**

Car travel within one country – specifically not travelling across national borders. Car travel is limited to a maximum distance of 2 000 km for the entire journey and is reimbursed at EUR 0.20 per km, when one eligible participant is travelling and at EUR 0.30 per km, when additional COST participants who are also eligible to be reimbursed are travelling in the same vehicle. The required supporting document that qualifies as proof of distance travelled is a print out from Google maps or another reputable online route planner showing the route taken and the kilometres travelled.

The distance in KM:

Number of other COST Passengers:

Please detail the nature and price of your local transport expense(s):

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**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		

Current Total

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## Step 4/5 Select Bank account

Bank Account

[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



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## Thank you

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