



IS-LE

CA18129 - Islamic Legacy: Narratives East, West, South, North of the Mediterranean (1350-1750)



Travel costs to meetings are reimbursed upon the following rules:

- Participants must have received in advance an e-cost invitation to the activity with indication of eligibility to reimbursement.
- Participants must choose the most economical means of transportation by making their travel arrangements as early as possible following receipt of their official invitation.
- Prior to the activity, participants must have an e-cost profile with updated bank account details.
- Participants must submit a reimbursement claim via e-cost within 10 days after the end of the activity. The claim must include supporting documents (readable copies of invoices / receipts) relevant to the eligible expenses that are being claimed.
- Original invoices / receipts and other forms of supporting documentation must be kept and archived until one year after the activity. **Original transportation tickets, boarding cards and taxi receipts (if applicable) must be uploaded in the claim (if electronic) or sent by post to the Grant Holder Manager (if in paper).** See postal address in the last slide.
- A third party must not reimburse for any of the expenses that are being claimed.





Accommodation allowance and meal allowance:

- Accommodation expenses are paid in the form of an allowance against flat rates only. No invoices or receipts are required. Flat rates can never exceed EUR 120 per person per eligible night (check if caps on the rate of specific activities have been approved by the MCM). The flat rate for accommodation includes a provision for breakfast expenses. The maximum number of nights that can be claimed by an eligible participant is calculated against the actual number of days the participant attends the approved activity (as confirmed against their signature on the official attendance list for each day of the event that they attend), plus 1 night, permitting, if applicable, the participant to arrive at the vicinity of the event on the evening before the activity commences.
- When a participant shares accommodation with another participant, only one participant can claim for the accommodation allowance.
- Meals are paid against flat rates only. No invoices or receipts from the meal providers are required. Flat rates can never exceed EUR 20 per eligible meal. A maximum of up to two meals per day are eligible (two meals strictly concern lunch and dinner - breakfast expenses are not eligible expenses). Meals provided by other sources must be deducted from the number of meals that can be claimed by each participant.





Long distance travel (cross-border travel):

- **Original transportation tickets and boarding cards must be uploaded in the claim (if electronic) or sent by post to the Grant Holder Manager (if in paper). See postal address in the last slide.**
- Tickets / receipts / invoices related to air travel must in every instance detail the name of the passenger, the booking class, the full travel itinerary and the full price of the airfare. It is understood that in certain instances, tickets / receipts / invoices for train / bus / metro / tram and ferry journeys will not contain the name of passenger, nor will it detail the full travel itinerary. In such cases, supporting documents submitted by each eligible participant must clearly establish the mode of transport taken, the date of travel and the full price of the journey (s) in question.
- An eligible participant can claim for permissible long distance travel expenses incurred whilst travelling across national borders from the country where he / she is residing (as registered on their e-COST profile) to where the approved COST event is being held and back to the country where they reside irrespective of the dates of travel.
- Economy class Air travel (strictly no business class air fares) for up to a maximum total amount of EUR 1200 is eligible to be reimbursed. Travel reservation fees and charges resulting from checking in luggage are also eligible expenses. Air travel irrespective of the nature of the journey is always to be claimed under the category - long distance travel.





Long distance travel (cross-border travel):

- For Train or Bus travel across national borders - first, second class (or economy) and business class tickets are eligible to be reimbursed. Supplements for fast trains and sleeper trains are also eligible to be reimbursed.
- Long distance Car travel concerning cross-border journeys is limited to a maximum distance of 2000 km in total and can be reimbursed at EUR 0.20 per km when an eligible participant is travelling alone. When more than one eligible participants are travelling in the same car, the driver can claim EUR 0.30 per km. In this instance, the names of the additional passenger(s) must be specified on the remarks section of the claim submitted by the claimant. Proof of distance showing the distance in KM of the traveled route has to be submitted along with the claim by means of a print-out from Google Maps or another reputable route planner.
- An eligible participant travelling by Ferry from the country where he / she is residing to the country where the approved COST event is being held and back again can be reimbursed.





Travelling to and from countries other than where the approved meeting is being held and the country where the eligible participant's primary affiliation is located:

- Travelling to and from countries other than where the approved meeting is being held and the country where the eligible participant's primary affiliation is located (as registered on their e-COST profile) is a rule derogation and must be explained by the participant on the relevant claims section on e-COST. In such cases, the participant must submit claim with a written justification which must be accompanied with the following:
 - The full travel itinerary and the invoice / receipt for the actual ticket that was purchased;
 - Comparative quotes sourced from a print-out from online travel search engines such as Skyscanner, Expedia, Opodo etc. showing the most economical means of travel close to the dates of the meeting as if the participant travelled from the country where their primary affiliation is located (as registered on their e-COST profile) to the country where the meeting is being held and return . The quotes must be generated at least one month before the start date of the meeting.
- Whichever is the cheaper option between the actual ticket bought and the comparative quote, within reason, will be reimbursed to the participant.





Local transport expenses:

- Public transport expenses are bus, train, metro, shuttle and tram expenses incurred when travelling within one country. If the amount claimed for public transport is less than EUR 25, then no tickets, receipts or invoices are required to be submitted. In any case, the journey must be detailed on the claim (for both the outbound and inbound journeys). If the amount claimed for public transport exceeds EUR 25, tickets / receipts justifying the total amount claimed must be submitted. All submitted invoices / receipts must establish the name of the service provider, the full price of the ticket and the date of travel.
- Taxi expenses - when public transport is not available and / or if taxis are taken before 7 am for an early travel departure and / or are taken after 10 pm due to a late arrival, taxi expenses are eligible up to a maximum of EUR 80 in total for the entire journey only. Taxi expenses can only be paid against the amounts detailed on taxi receipts. Taxi receipts must clearly detail the name of the service provider, the full price of the journey and the date of travel. **Taxi receipts must be uploaded in the claim (if electronic) or sent by post to the Grant Holder Manager (if in paper).** See postal address in the last slide.
- Local transport Car travel can be reimbursed in line with the conditions of long distance Car travel. Parking expenses are eligible to be reimbursed on certain conditions.
- See the general COST Association reimbursement rules for local transport Ferry reimbursement conditions.





Other travel expenses:

- Visa fees relevant to attending approved COST Meetings and Training Schools are eligible to be reimbursed. All eligible claimants must justify the incurred amounts by producing supporting documents such as a receipt / stamp / invoice from the embassy / consulate issuing the visa which clearly shows the amount paid and the conditions of the acquired visa.





Non-eligible expenses:

- Registration fees / lecture fees or honoraria - Accommodation, transportation and postage expenses associated with obtaining visas - Health related expenses - life, travel and medical insurance – Fees linked to a participant changing or having to rebook travel tickets - Fuel expenses, toll charges and car rental expenses linked to car travel - Wi-Fi, telephone, internet and minibar consumption expenses - Printing and postage expenses - Regional and /or national taxation fees and stamp duty expenses.





Rule derogations:

- The COST Association considers expenses that do not comply with the above mentioned rules to be rule derogations. Claimants must attain written approval from the COST Association prior to incurring expenses that do not comply with the reimbursement rules specified above. Requests for COST Association approvals with respect to rule derogations are considered on a case by case basis. The COST Association reserves the right to reject any such request.





Expenses that give rise to rule derogations caused by 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, terrorist incident 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. The non-refundable amounts or additional expenses linked to the above must always be calculated against the face value of the incurred travel, accommodation and meal expenses (face value being the amounts evidenced on submitted receipts / invoices). The maximum thresholds governing all eligible travel expenses as described in the Section 5 must be respected. Extra accommodation and meal expenses being claimed due to medical illness / Force Majeure can never exceed the Action MC agreed set flat rate amounts for the given activity.
- Each eligible participant claiming expenses linked to medical illness / Force Majeure must submit a completed, signed and dated claim, all the relevant invoices and receipts and if applicable, a statement from the respective service provider(s) (airline company, hotel etc.) detailing the non-refundable amounts. Claimants must also always submit to their Grant Holder, written documentary evidence justifying their claim – i.e. submitting a medical certificate in cases related to medical illness or a statement from the airline company / service provider in cases linked to Force Majeure substantiating the nature of the Force Majeure. The Grant Holder must in turn submit all supporting documentation provided by the participant to the COST Association for formal approval prior to the respective claim being paid to the participant.
- The COST Association considers each derogation request linked to medical illness and Force Majeure on a case-by-case basis and reserves the right to reject any such request.





Further information:

- COST Association reimbursement rules:

<https://www.cost.eu/wp-content/uploads/2019/02/Travel-Reimbursement-Rules-Feb-2019.pdf>

- COST Action Vademecum:

<https://www.cost.eu/wp-content/uploads/2019/05/Vademecum-May-2019.pdf>





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Please, note that due to MCM approval the **reimbursement claim** must be submitted via e-cost **within 10 days** after the end of the activity. The claim must include supporting documents.



Thanks very much for your personal and academic involvement!
and please, do not forget to sign the attendance lists!!!



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