



# IS-LE

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



## COVID-19 TRAVEL RULES:

Due to the uncertain current health situation, Cost Association has stated that the participants in Cost Actions' activities **must** have a travel cancellation insurance and book **only** refundable flights and accommodation.

The expenses related to the acquisition of travel cancellation insurances are therefore considered refundable expenses.

In addition to the specific standards established by COST Association, researchers must also consider the measures adopted by local, regional or national authorities, according to which they may be required to be fully vaccinated and / or present a negative test to be able to participate in any of our activities.





### Travel costs to meetings are reimbursed upon the following rules:

- Participants must have received in advance an official e-cost invitation to the activity with indication of eligibility to reimbursement, and should also have accepted it within 2 weeks from receiving it.
- 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 sign the attendance lists during the activity, and later 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 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.
- A third party must not reimburse for any of the expenses that are being claimed.





### Daily allowance:

- Accommodation, meals and local transport expenses (taxi, parking, public transport <100km) are reimbursed upon a daily allowance based on flat rates fixed by Cost Association.
- The daily allowance is calculated based on the actual attended meeting days (against signatures in the attendance list) and the dates and times of travel, permitting participants to receive daily allowance one day before and one day after the event.
- The rate is based on the country where the meeting is held (daily allowance rates per country are provided on the chart in the following slides).
- The daily allowance per day is based on travel start/ travel end dates and times (see chart in the following slides).
- For each meal provided by the Local Organiser, the daily allowance of that day is reduced by 10% of the applicable flat rate.
- No receipts for the daily allowance expenses are required. However, it is the individual responsibility of each participant to keep his/her documents during the legal time established after the end of the action.





## Daily allowance:

**Daily allowance per day will be based on travel start/ travel end, dates and times:**

Travel start date:	
- travel starts before 11:59	Full allowance
- travel starts between 12:00 and 18:59	90% of Daily Allowance
- travel starts after 19:00	80% of Daily Allowance

Travel end date:	
- travel end before 11:59	20% of Daily Allowance
- travel ends between 12:00 and 18:59	30% of Daily Allowance
- travel ends after 19:00	40% of Daily Allowance

# CA18129 - COST Association Reimbursement Rules

## Daily allowance:

Country	Daily allowance per day
United Kingdom	200
Norway	193
Belgium	191
Germany	191
Ireland	190
Netherlands	190
Denmark	188
Switzerland	188
Iceland	186
Finland	186
Luxembourg	184
Cyprus	183
Italy	180
Austria	178
Sweden	178
France	175
Israel	175
Portugal	175
Bosnia and Herzegovina	175
Poland	174
Greece	173
Malta	173
Estonia	172
Spain	172
Latvia	171
Bulgaria	171
Czech Republic	171
Hungary	171
Serbia	171
the Republic of North Macedonia	171
Turkey	171
Slovakia	169
Romania	167
Slovenia	167
Croatia	162
Lithuania	162
Montenegro	162
Albania	160
Moldova	160
Any other country	200



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### Long distance travel (> 100 kms):

- Long distance travels are reimbursed against the amounts expressed in valid tickets. In order to be reimbursed, participants must submit as a supporting document the original ticket (and the related invoice if the price is not indicated on the ticket) mentioning the name of the passenger, the price, dates of travel, departure and arrival times and the booking class.
- **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.
- Air travel: Only economy class tickets are eligible for reimbursement. Participants must choose the most economical means of transportation. The incurred long-distance travel expenses are reimbursed on face-value, up to a maximum of EUR 1 500, cancellation insurance included, for the roundtrip.
- For Train or Bus, business, first class and economy class tickets are eligible for reimbursement; and supplements for fast trains and sleepers are eligible expenses.
- Car travel is limited to a maximum distance of 2 000 km and is reimbursed at EUR 0.35 per km. Proof of distance which shows the travelled route must be submitted along with the TRR by means of a print-out (e.g. Google Maps).





### **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 to the Grant Holder and COST, who will authorize it. Therefore, before any other proceeding, participants need to contact the Grant Holder Manager. In addition, the participant must submit his/her claim with a written justification in the e-cost platform, 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.







### **Other travel expenses:**

- Short term visa fees relevant to attending a meeting are eligible against receipt/ official stamp.

### **Long distance travel and participants affiliated to Spanish institutions:**

- Due to the fact that the Grant Holder is a Spanish institution (UNED), participants affiliated to this or other Spanish institutions must also comply with Spanish internal research funding regulations: their long distance travels must be arranged through the UNED. Please contact the Grant Holder Manager (contact details in the last slide).





### Non-eligible expenses:

- Any expenses claimed on top of the daily allowance or long-distance travel such as: taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel, additional accommodation or meals; registration, honorarium or lecture fees; transportation expenses to obtain the visa; SMS costs, photograph cost or photocopies, postage expenses or service fees associated with obtaining visas ; health related expenses, life or medical insurance and luggage insurance; overnight stay during a trip by car, fuel costs, tolls and car rental costs; fees, charges, and/or penalties linked to a participant changing or having to rebook travel tickets; Wi-Fi, telephone, internet and minibar consumption; printing costs, postage; regional or national taxation fees, stamp duty expenses; Bank charges / fees on reimbursement made by the Grant Holder (or COST Association for centralised events).





### 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:

- CA18129 COST Association reimbursement rules:

<https://is-le.eu/contacts/>

- COST Action Annotated rules (page 75 onwards):

<https://www.cost.eu/uploads/2021/10/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-2021-11-01-1.pdf>





### Grant Holder Manager Contact details:

Belén Morinigo (Spain, UNED)

[bmorinigo@pas.uned.es](mailto:bmorinigo@pas.uned.es)

Postal Address:

Belén Morinigo

OTAI (Technical Office for Researching Support)

UNED, Vicerrectorate of Research

Bravo Murillo 38

28015-Madrid (SPAIN)

### Grant Holder Scientific Manager details:

Elena Paulino (Spain, UNED)

[epaulino@geo.uned.es](mailto:epaulino@geo.uned.es)

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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