



Brussels, 19 September 2012

Memo | **Online Travel Reimbursement Request (OTRR)**

Dear COST Action Members,

In order to facilitate the process of participant reimbursements and avoid duplicate encoding in e-COST, the COST Office is now introducing an Online Travel Reimbursement Request (OTRR).

This online-form will allow each participant to directly encode the expenses incurred in relation to the attendance of COST Action meetings into e-COST, as well as to centralise the supporting documents linked to the request, by scanning them and attaching them to the online reimbursement request.

In order to simplify the process, the maximum eligible number of nights and the maximum number of meals will be calculated automatically using the travel information encoded by the participants, the flat rate indicated by the Grant Holder while creating the meeting. Meals provided by the Local Organizer will have to be deducted by the participants. As a reminder, the maximum number of nights is limited to the number of meeting days attended plus one (before or after the meeting).

Typically, and in order to include any expenses on the return journey, the OTRR is to be submitted only in after the meeting took place. Please note that you will still need to print the latest version after the electronic submission, sign and send it as original, together with original supporting documents, by post to the Grant Holder in charge of the Action. For electronic tickets and other electronic documentation (e.g. Google maps itinerary), it is sufficient to upload them in e-COST.

On the first day after the meeting, participants will receive an automatic reminder to fill in the travel reimbursement request. Another reminder will be sent after 30 and 53 calendar days; however, the software blocks any submission of travel reimbursement request after 60 calendar days after the end date of the meeting as any request submitted after this deadline is **NOT** eligible.

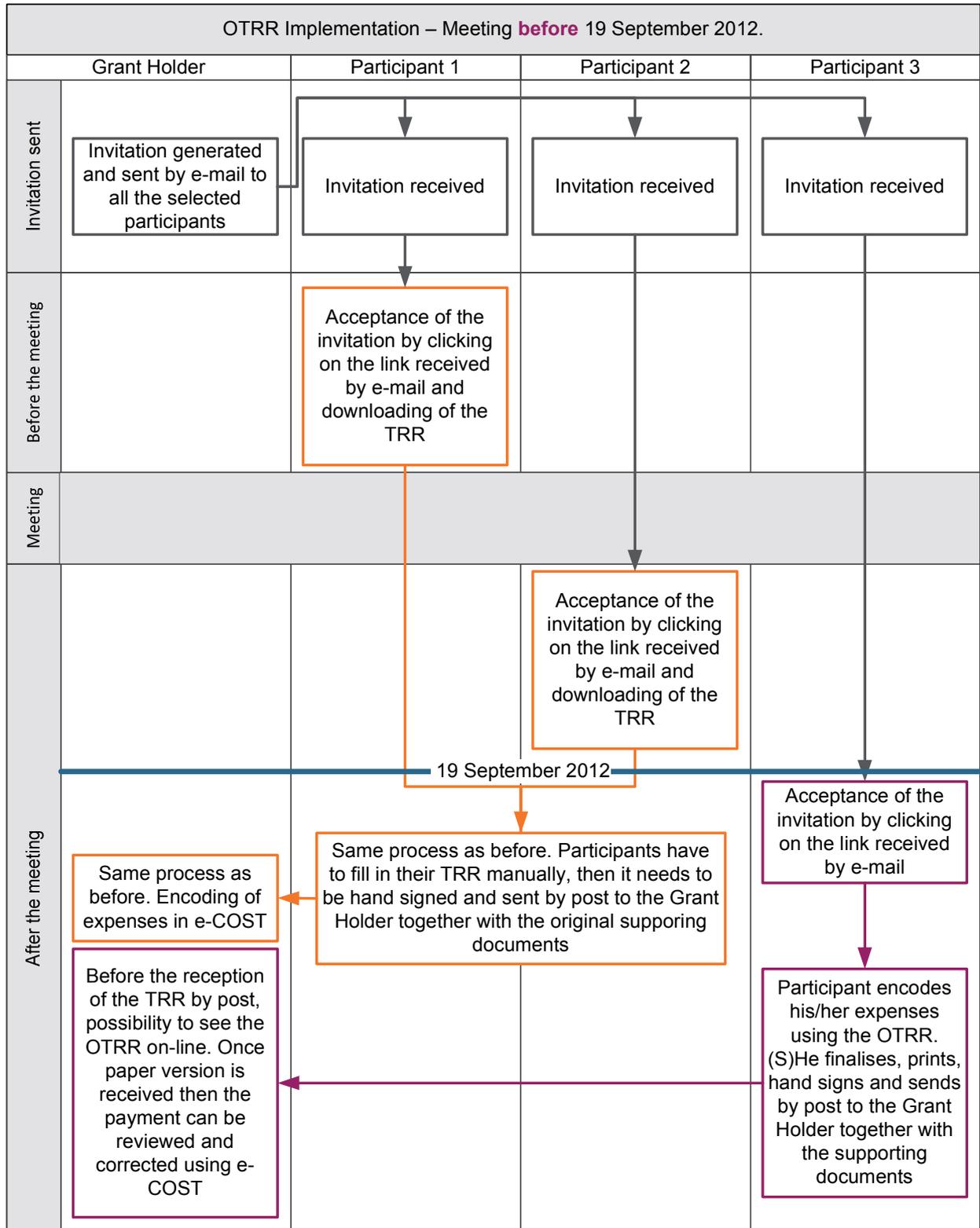
The new Online Travel Reimbursement Request will be available in e-COST as of 19 September 2012. From this date on, all participants who had not yet downloaded the Travel Reimbursement Request for a particular meeting (in the past and for any future meetings), will need to use this new feature. You will find attached the possible different scenarios which may apply to you in the Annex of this document.

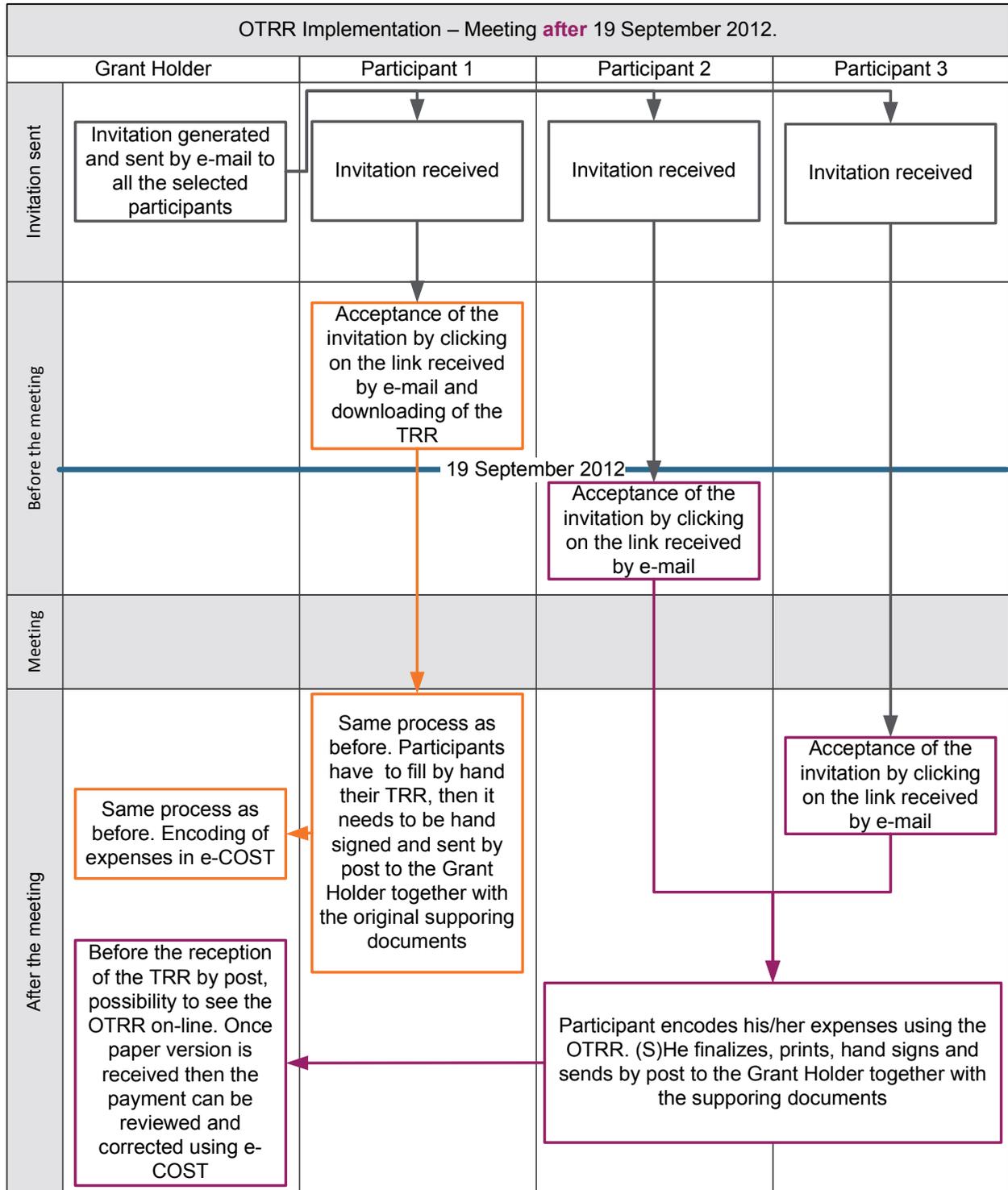
Please also find a short step-by-step guide on how to fill in this form attached.

In case of any difficulties with the form, please do not hesitate to contact either the e-COST Helpdesk or the Administrative Officer in charge of the Action.

Best regards

COST-Office







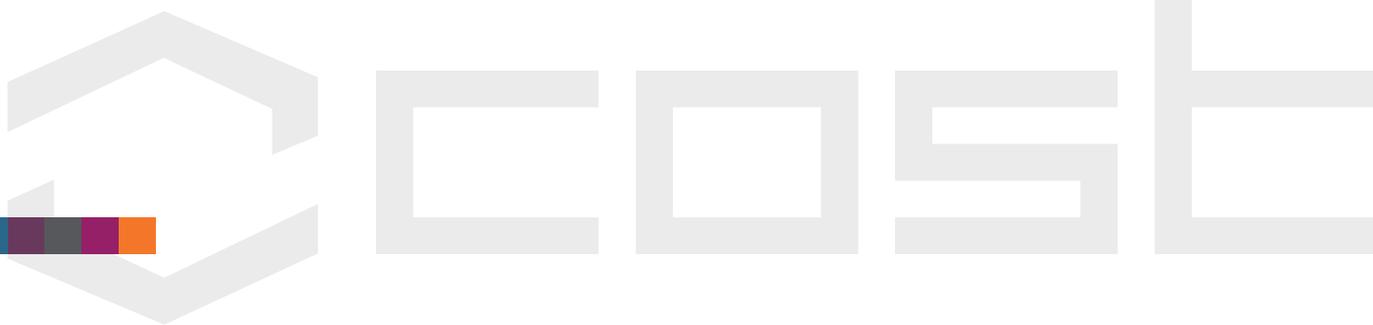
Brussels, 19 September 2012

Memo | Guide for Submission of a COST Online Travel Reimbursement Request for COST Actions Participants

In this document, COST Action Participants will find a step-by-step guide (including print screens) detailing how to fill in the Online Travel Reimbursement Request (OTRR), released on 19 September 2012.

This guide is only applicable for claims provided by participants eligible and entitled to reimbursement of travel expenses while attending COST Action related activities.

More information for participants regarding the release of the OTRR can be found on the COST Website, or after login in e-COST.



The scenario used as an example in this guide concerns a COST Action Management Committee Meeting, from 5 to 7 September 2012, in Brussels, with 2 meals provided by the Local Organiser.

Participants eligible and entitled to reimbursement

Invited participants who are deemed eligible for reimbursement will receive the following automatic e-COST invitation:

OFFICIAL INVITATION

Dear Dr Someone,

You are invited to attend the following COST Office meeting/training school as Meeting Participant:

COST Action: FA0803
Event title: Release of the Online Travel Reimbursement Request
Location: COST Office,
Brussels,
Belgium
Dates: from 05-09-2012 to 07-09-2012

If you wish to attend, you will need to register for this event by the deadline below. If you already have an e-COST user profile, you will only need to login and accept this invitation. Please follow the following link to register.

<http://e-service.cost.eu/invitation/2dc5b588328c94bc30e7cd6d4f00c529/>

Deadline for registration: 21-08-2012

Kind regards,

By clicking on the link provided in the invitation, the participant will be re-directed to this page:





COST Office Invitation

If you are the intended invitee to the following [COST](#) event and you wish to participate, please log in below to proceed.

Meeting Details

Meeting ID	ECOST-MEETING-FA0803-050912-022696
Title	Release of the Online Travel Reimbursement Request
Start Date	2012/09/05
End Date	2012/09/07
Location	COST Office, Brussels [BE]

Your Details

Name	Dr Someone
Email	ecost-tester@cost.eu
Organisation	COST Office

Username Password

After login, the participant has to follow 4 steps, taking into consideration that steps 1 to 3 may be done either before or after the meeting. Ideally, step 1 should be completed before the meeting. Step 4 can only be completed after the meeting took place.

Step 1/4 - Invitation

In step 1, the participant is asked to accept or decline the invitation.

COST Office Invitation

Hello Dr Someone

You are invited to the following [COST](#) event. Please indicate below if you wish to participate.

Meeting Details

Meeting ID	ECOST-MEETING-FA0803-050912-022696
Title	Release of the Online Travel Reimbursement Request
Start Date	2012/09/05
End Date	2012/09/07
Location	COST Office, Brussels [BE]

Step 1/4 Invitation

Please advise us if you intend to come to the event.

The Grant Holder can follow up the attendance of the meeting in the “Manage Contact” section of the relevant meeting.

Step 2/4 - Reimbursement

In step 2, the participant has to specify if (s)he wishes to start to fill in the claim immediately. When selecting “YES”, the claim appears and can be updated. The system will record any modification made by



the participant from the step 2 to 4. The participant can only finalise the request and submit it to the Grant Holder after the meeting. It is advisable that the participant completes the request only after the meeting. When selecting “NO”, the participant will have the possibility to re-access to this page (by following the link provided in the invitation) to fill in the request later. The claim **must** be submitted **within** 60 calendar days after the end date of the meeting - otherwise the claim will ineligible.

Invitation to COST Office Event

Dear Dr Some One

You are invited to the following [COST](#) event. Please indicate below if you wish to participate.

Meeting Details

Meeting ID	ECOST-MEETING-FA0803-050912-021023
Title	Release of the Online Travel Reimbursement Request
Start Date	2012/09/05
End Date	2012/09/07
Location	COST Office, Brussels, Belgium

Step 1/4 Invitation : Accepted

Step 2/4 Reimbursement

You are eligible to claim reimbursement of your expenses related to this event. Do you wish to submit a claim?

Step 3/4 – Travel Information and Expenses

Step 3 concerns the actual encoding of expenses.

For the purpose of this guide, the scenario described is as follows: a participant attends a Meeting in Brussels from the 5 to 7 September 2012, and is affiliated with an Swiss institution. To attend the meeting, the participant is leaving from Berlin to Brussels and then flying back home to Switzerland.



Step 3/4 Travel Information And Expenses

Please note:

Local organiser has paid 2 meal(s) for this meeting. Please verify that these meals have been correctly deducted.

Please read carefully the [Travel Reimbursement Request \(TRR\) Rules](#) before completing your expenses.

Travel Dates	
Travel Start	2012-09-05 at <input type="text" value=""/> : <input type="text" value=""/> (hh:mm)
Travel End	2012-09-07 at <input type="text" value=""/> : <input type="text" value=""/> (hh:mm)
Meeting Attendance	
05 Sep 12 06 Sep 12 07 Sep 12	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Check all the attended days according to the signed list of presence.	
Accommodation Expenses i	
Number of nights <input type="text" value="0"/>	
Applicable Rate EUR 120.00	
Reimbursable amount EUR 0.00	
Meals Expenses i	
Number of meals <input type="text" value="0"/>	
Applicable Rate EUR 20.00	
Reimbursable amount EUR 0.00	
Long Distance Transportation Expenses i Edit	
Journey	
Reimbursable amount EUR 0.00	
Car Transportation Expenses i Edit	
Journey	
Distance 0 Km	
Reimbursable amount EUR 0.00	
Local Transportation Expenses i Edit	
Reimbursable amount EUR 0.00	
Other Expenses i Edit	
Description	
Reimbursable amount EUR 0.00	
Supporting Documents	
Title / Description	<input type="text"/> (Example: plane ticket, receipts, etc.)
File to upload (*)	<input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>
(*) The file will not be available until you click the Upload button.	
You can upload files up to 2 MB each.	
Supported file types are: pdf, xps, png, jpg, jpeg, gif.	

The participant has the possibility to update each category of expenses.

- **Travel Dates and Meeting Attendance**

Travel start date and travel end date are automatically populated with the meeting dates and are editable. The drop down menu allows the participant to select the departure time (from home/ starting location) and the arrival time (back home/arrival location) as well.

Travel Dates																																											
Travel Start	2012-09-05 at <input type="text"/> (hh:mm)																																										
Travel End	<input type="text"/> (hh:mm)																																										
<table border="1"> <tr> <td colspan="7">September 2012</td> </tr> <tr> <td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td> </tr> <tr> <td>05 Sep 12</td><td>06</td><td>07</td><td>08</td><td>09</td><td>10</td><td>11</td> </tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>01</td><td>02</td> </tr> </table>		September 2012							Su	Mo	Tu	We	Th	Fr	Sa	05 Sep 12	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01	02
September 2012																																											
Su	Mo	Tu	We	Th	Fr	Sa																																					
05 Sep 12	06	07	08	09	10	11																																					
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19	20	21	22	23	24	25																																					
26	27	28	29	30	01	02																																					
Meeting Attendance	of presence.																																										
Accommodation																																											
Number of nights	30																																										
Applicable Rate																																											
Reimbursable amount	EUR 0.00																																										

The participant needs to complete the attendance to the meeting by selecting the date(s) for which the attendance list has been signed. Travel information and attendance to the meeting are necessary to calculate automatically the maximum number of nights and the maximum number of meals eligible to be reimbursed to the participant.

Travel Dates		
Travel Start	2012-09-04 at 13:40 (hh:mm)	
Travel End	2012-09-07 at 19:45 (hh:mm)	
Meeting Attendance		
05 Sep 12	06 Sep 12	07 Sep 12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Check all the attended days according to the signed list of presence.		

■ **Accommodation and Meals Expenses**

The applicable rate is the same here as the one specified by the Grant Holder while creating the meeting. Using the available drop down menu, the participant selects the number of nights and meals to be reimbursed

Accommodation Expenses i
Number of nights <input type="text" value="0"/>
Applicable Rate EUR 120.00
Reimbursable amount EUR 0.00
Meals Expenses i
Number of meals <input type="text" value="0"/>
Applicable Rate EUR 20.00
Reimbursable amount EUR 0.00

Meals provided by the Local Organiser are **not** automatically deducted from the reimbursement to individual participants. The participant and the Grant Holder must ensure that any meals provided by other sources are deducted from the reimbursement claim.

- **Long Distance Transportation Expenses**

In this section, the participant may encode any long distance travel expenses necessary to attend the meeting by clicking the “Edit” button.

Long Distance Transportation Expenses 	Edit
Journey	
Reimbursable amount EUR 0.00	

The participant needs to specify the means of transport using the drop down menu, the itinerary, and the amount to be reimbursed. It is possible to add other long distance expenses if needed. Once complete, the participant clicks on “Submit”. *Using the example provided, the Long Distance Travel section is completed as follows:*



Edit expenses

LONG DISTANCE

Means of transp.

From

Country

City

To

Country

City

Journey

Single

Outward and return

Price

Amount (rounded to 2 decimal digits)

Currency

Means of transp.

From

Country

City

To

Country

City

Journey

Single

Outward and return

Price

Amount (rounded to 2 decimal digits)

Currency

[Add Another Long Distance Expense](#)

As the *example request* above requires a derogation (*in this case, the participant is not travelling from his home country but from Germany*) the system will ask for a justification. The MC approval for such a derogation must be uploaded as supporting document in the relevant section further below.



Please review and correct the following:

Please provide a justification for your itinerary.

Please note:

Local organiser has paid 2 meal(s) for this meeting. Please verify that these meals have been correctly deducted.

Please read carefully the [Travel Reimbursement Request \(TRR\) Rules](#) before completing your expenses.

Travel Dates

Travel Start at (hh:mm)
Travel End at (hh:mm)

Meeting Attendance

05 Sep 12 06 Sep 12 07 Sep 12

Check all the attended days according to the signed list of presence.

Accommodation Expenses i

Number of nights
Applicable Rate **EUR 120.00**
Reimbursable amount **EUR 360.00**

Meals Expenses i

Number of meals
Applicable Rate **EUR 20.00**
Reimbursable amount **EUR 100.00**

Long Distance Transportation Expenses i

[Edit](#) [Delete](#)

Means of transportation **Train**
From **Berlin DE**
To **Brussels BE**
Journey **Single**
Reimbursable amount **EUR 253.00**

Long Distance Transportation Expenses i

[Edit](#) [Delete](#)

Means of transportation **Plane**
From **Brussels BE**
To **Zurich CH**
Journey **Single**
Reimbursable amount **EUR 125.00**

Car Transportation Expenses i

[Edit](#)

Journey
Distance **0 Km**
Reimbursable amount **EUR 0.00**

Itinerary

Justification for your itinerary from/to a country other than your country of residence. Please attach the Management Committee approval email in the section "Supporting documents" below.

⋮ Please enter a justification

- **Car transportation expenses and local transport expenses**

Car travel expenses are reimbursed based on the distance (in kilometres) travelled by the participant. The system automatically calculates the related total amount in EUR. The proof of distance must be uploaded in the supporting document section (further below).

In case local transport expenses amount to less than EUR 25, no receipts or tickets are required for reimbursement. If the claimed amount exceeds EUR 25, it needs to be encoded under the “Other Expenses” category. In this case, justifications and receipts must be provided together with the request.

Edit expenses

CAR

From

Country Switzerland (CH)

City Zurich

To

Country Switzerland (CH)

City Kloten

Journey

Single

Outward and return

The distance in KM 12.7

Number of additional COST Members 0

[Add Another Car Expense](#)

LOCAL TRANSPORT

Normally not more than EUR 25.

Amount 10

Currency EURO

[Submit](#)

[Cancel](#)



Other Expenses

A list of pre-defined other expenses is populated in the drop down menu. Depending of the type of other expenses encoded (taxi, additional night, additional meal etc.) a text box will appear to allow the participant to justify the request. The justification encoded at this stage will also appear in the Financial Report of the Action as well as in the TRR to be manually signed. An extra night and extra meal will be automatically based on the flat rate encoded by the Grant Holder while creating the meeting.

Edit expenses

OTHER EXPENSES

Sum

Amount: 0

Currency: EURO

Description:

Type: Parking (dropdown menu open)

- Parking
- Visa Process Cost
- Ferry Cost
- Extra Night For Accommodation
- Extra Meal
- Extra Local Transport
- Taxi
- Other

Add Another Expense

Submit Cancel

Edit expenses

OTHER EXPENSES

Sum

Amount: 12.8

Currency: EURO

Description:

Type: Taxi

Justification: I had to take a taxi in Berlin as no public transport were available that day due to a strike.

Taxi fares shall only be reimbursed where no public transport is available, for early departure (between 0:00 am to 7:00 am) or late arrivals (after 10:00pm), and only up to a maximum of 40 EUR per leg. Receipts are always required.



■ Upload Supporting Documents

After completing the request, and **before** final submission to the Grant Holder, the participant has the possibility to upload any email/justification linked to the expenses claimed, as well as any supporting document (airplane ticket, transport receipt etc.) by clicking on the Browse button at the bottom of the page (supported files types are: pdf, xps, png, jpg, jpeg, gif). For electronic tickets and other electronic documentation (e.g. Google maps itinerary), it is sufficient to upload them in e-COST, there is no need to also send them by post.

Supporting Documents

Title / Description (Example: plane ticket, receipts, etc.)

File to upload (*)

(*) The file will not be available until you click the Upload button.
You can upload files up to 2 MB each.
Supported file types are: pdf, xps, png, jpg, jpeg, gif.

Step 4/4 – Bank Account

For Step 4, once all the expenses had been recorded and the supporting documents have been uploaded, the participant needs to select the bank account to which the payment should be transferred. If the participant has already encoded his/her bank account in e-COST it is available in the drop down menu. Otherwise, or if wanted, the participant has the possibility to add a new bank account at this stage.

Step 4/4 Bank Account

Add A New Account

Any reimbursement claims can only be processed after you complete your registration including full SWIFT/BIC codes.

BENEFICIARY DETAILS

Type of Account*

Account holder's Name*

Account holder's Address*

Account holder's Country*

EDIT BANK DETAILS

Receiving Bank Country*

Receiving Bank Name*

Receiving IBAN*

Receiving Bank SWIFT Address/BIC*



It is now possible to preview the completed TRR. This allows the participant to review the request before submitting it to the Grant Holder. If everything is correctly encoded and uploaded, then the participant has to certify that the expenses claimed here are not being reimbursed by any other sources by ticking the box next to the declaration.

You can preview the draft version of your Travel Reimbursement Request (TRR) Form and verify the details. [Preview TRR](#)

I declare that the above-mentioned expenses are not being reimbursed from any other source.

In order to be in conformity with the COST rules, the COST Office and the Grant Holder reserves the right to correct this document after Participant's signature.

As soon as the box is ticked, another button appears which will allow participants to submit the Online Request to the Grant Holder. Once submitted, the participant cannot modify the request anymore.

You can preview the draft version of your Travel Reimbursement Request (TRR) Form and verify the details. [Preview TRR](#)

I declare that the above-mentioned expenses are not being reimbursed from any other source.

In order to be in conformity with the COST rules, the COST Office and the Grant Holder reserves the right to correct this document after Participant's signature.

If you are certain that all the details on the printed TRR are correct, you can submit your claim. [Submit Claim](#)

Once submitted, the participant is informed that the OTRR has been submitted to the Grant Holder. The participant is asked to download the final version of the TRR, to print it, to sign it and to send it by surface mail to the Grant Holder, together with the original supporting documents.

Invitation to COST Office Event

Dear Dr Some One

Your Reimbursement Claim To The Following COST Office Event Has Been Submitted!



Download, Print, Sign, then Send your TRR to the Grant holder by Post.

The Grant Holder has to receive your signed TRR (Travel Reimbursement Request) Form by post in order to process your claim. You will be notified once the Grant Holder has received your signed TRR.

[Download TRR](#)



Once the Grant Holder has confirmed the reception of the signed TRR and of the original supporting document by surface mail, the participant will be receiving an automatic email.

Dear Dr Some One,

The Grant Holder for the following meeting/training school, has indicated receipt of your signed claim form.

You will no longer be able to make any online change to the submitted claim or the bank account which you indicated that you would like to be reimbursed on.

COST Action: FA0803
Meeting Title: Release of the Online Travel Reimbursement Request 2.
Meeting Dates: from 05-09-2012 to 07-09-2012

The confirmation of the reception of the signed TRR by the Grant Holder creates automatically the payment linked to the request.

As soon as the Grant Holder confirms the processing of the payment to the Participant in e-COST, an automatic email is sent to the participant mentioning the amount paid (including any modifications introduced by the Grant Holder) as well as the payment details.

Dear Dr Some One,

We inform you that the payment of 914.4615 € for the event [Release of the Online Travel Reimbursement Request 2] has been processed and sent to your account.

Hereby are the details of the payment:

Event Details
COST Action: [FA0803]
Date: 2012-09-05 to 2012-09-07
Place: COST Office
Event Reference: ECOST-MEETING-FA0803-050912-021024

Bank Transfer Details
Beneficiary Dr Some One
Amount EUR EUR 914.4615
Account Holder Name Some One
Account Holder Address *****
Account Holder Country *****
Bank Name belfius
Bank Country Belgium
IBAN *****
SWIFT *****

For any questions concerning problems with the new Online Travel Reimbursement Request, please contact the Grant Holder or submit a help request to ecost@cost.eu.