

European Network on New Sensing Technologies for Air Pollution Control and Environmental Sustainability - *EuNetAir*

COST Action TD1105

WGs and MC Meeting at ISTANBUL, 3-5 December 2014

Action Start date: 01/07/2012 - Action End date: 30/06/2016

Year 3: 1 July 2014 - 30 June 2015 (*Ongoing Action*)

OTRRs & Strong Authentication Feature



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 **cost**
EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY





OTRR & Strong Authentication feature (1/4)

- **Submission** of Online Travel Reimbursement Request (OTRR) forms and supporting documents **completely online**
- **Strong Authentication by releasing of 'One Time Password'** similar to those used by some ebanking systems
- Submission of OTRR after the event
 1. Encode relevant expenses
 2. Upload supporting documents
 3. Authenticate yourself by entering your password
 4. Submit your claim

OTRR & Strong Authentication feature (2/4)

- **Eligible expenses in COST**

Eligible expenses (non-exhaustive list)

- ✓ Flight up to 1,200 EUR as max. price
- ✓ Public transportation such as train, bus, metro, tram
- ✓ Car travel up to 2,000 km; 0.20 EUR per km
- ✓ Taxi receipts, but only to be used in **EXCEPTIONAL** cases:
 - If no public transport is available
 - Early departures (between 0:00 am to 7:00 am)
 - Late arrivals (after 10:00 pm)
 - Up to a maximum of 80.00 EUR for the entire trip
 - Taxi receipts always required

OTRR & Strong Authentication feature (3/4)

- **Non-eligible expenses in COST**

Non-eligible expenses (non-exhaustive list)

- ✘ Overnight stay during a trip by car
- ✘ Fuel costs and tolls
- ✘ Car rental costs
- ✘ Registration, honorarium or lecture fees
- ✘ Transportation expenses to obtain the visa
- ✘ Health related expenses, life and medical insurance
- ✘ Travel cancelation and luggage insurance

OTRR & Strong Authentication feature (4/4)

- Supporting documents required in COST

Documents / invoices / receipts to proof ALL travel expenses

- ✓ Flight invoices & boarding passes
- ✓ Train, bus, metro, tram tickets
- ✓ Tickets & receipts if public transportation exceeds in total 25 EUR
- ✓ Google map itineraries as proof of distance for car travel
- ✓ Taxi receipts, but only to be used in **EXCEPTIONAL** cases

Not required documents

- ✗ Hotel invoices – flat rate for accommodation
- ✗ Any receipts for meals – flat rate for meals

Strong Authentication feature in e-COST (1/3)

Invitation to COST Event

Ms Juliane Roßbach

Meeting Details

Meeting ID	ECOST-MEETING-TD1105-031214-049169
Title	New Sensing Technologies for Indoor Air Pollution Monitoring
Start Date	2014/12/03
End Date	2014/12/05
Location	Bahçeşehir University, Beşiktaş Campus, Istanbul, Turkey

Step 1/5	Invitation	: Accepted	<input type="button" value="Decline"/>
Step 2/5	Reimbursement	: Yes	<input type="button" value="No"/>

If you decided to NOT submit a claim, please click the 'No' button above.

You are required to create a Strong Authentication profile in order to e-sign documents. You will be prompted to enter a profile name, a password and antiphishing sentence. The profile will be associated with this browser. If later on you use a different browser, you will be prompted to create a new browser profile for your Strong Authentication account.

This is a one time process and we advise you to keep track of your Strong Authentication browser profile, password and antiphishing sentence.

Create your own Strong Authentication Profile!

Strong Authentication feature in e-COST (2/3)

Activate COST Strong Authentication service

Site: COST Office Prod

Browser: Firefox on Windows

Use the SAME browser later again while submitting your OTRR after the event!

This site is protected by InWebo. Please activate it in this browser.

User profile and browser

User profile *:

Juliane Rossbach

E.g.: your e-COST username

Your user profile associated to this browser:

Juliane Rossbach - Firefox on Windows

Your user profile is automatically inserted

Authentication data

PIN code *:

7 to 16 characters, with at least one digit and one letter

Create your own PIN code!

Confirm PIN code *:

Create your own Antipishing sentence!

Antipishing sentence *: (e.g.: I love reading)

This secret sentence that you choose yourself will be displayed each time you will have to strongly authenticate yourself, asserting you are on the correct website.

Activate COST Strong Authentication

Activate your COST Strong Authentication!

Activate COST Strong Authentication service

Activation of COST Strong Authentication service successful


COST Strong Authentication authentication service has been successfully activated for COST Office Prod. An authentication device, InWebo Helium, is configured in this browser.

A confirmation email has been sent to j.rossbach@eurice.eu.

OK

Helium by inWebo © 2014

Strong Authentication feature in e-COST (3/3)

 Options

Authentication


User profile: **jsmith**

Your antiphishing sentence: *Go FC Barcelona* ← **Use your Antipishing sentence!**

PIN code: ← **Use your PIN code!**

..... | [I forgot my PIN code](#)

Submit ← **Submit your OTRR!**

 Helium by inWebo © 2013

If your user profile is not listed above, [activate this browser](#)

Cancel

Thank you for your attention!

Please **submit your OTRR** for this event **latest by end-December 2014**.

Kindly note that I will be on **leave from 06-28 December 2014** so that I will respond to all your questions during this event or after my return.

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