

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

COST Action TD1105

WGs and MC Meeting at Sofia, 16-18 December 2015

Action Start date: 01/07/2012 - Action End date: 15/11/2016

Year 4: 1 July 2015 - 15 November 2016 (*Ongoing Action*)

Strong Authentication Feature & OTRRs



Juliane Roßbach
Grant Holder Manager
Eurice GmbH / Germany

 **cost**
EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY





Strong Authentication feature

- **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

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 Strong Authentication Profile](#)

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 your COST Strong Authentication!

Activate 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

Eligible expenses in COST

- 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
- ✓ Short term visa fees to attend a COST meeting

Non-eligible expenses in COST

- **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

Supporting documents in COST

- **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 taxi use only in **EXCEPTIONAL** cases

Not required documents

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

Common arising questions

Missing documents / invoices / receipts

- **Flight invoices** missing
- **Taxi invoices** missing
- **Invoices for local transport** missing
- Proof of **flight itineraries** missing (invoices or travel document)
- Proof of **itineraries by car missing** (google maps document)

Non-claimable expenses

- **Cancellation costs for flights** not reimbursable (*only in exceptional cases of sickness or Force Majeure, e.g. strikes, natural disasters → proving documents required*)
- **Taxi costs** outside of the frame given by COST not reimbursable
- **Flight costs** with start/destination countries other than country of residence only reimbursable with **comparative price quotes** of flights to/fro country of residence + **explanation** + **lower price**

Thank you for your attention!

Please submit your OTRR for this event latest directly after Christmas in the first week of January 2016!!!

Juliane Roßbach

European Research and Project Office GmbH

Robert-Koch-Platz 9

10115 Berlin, Germany

Email: j.rossbach@eurice.eu

Phone: +49 (0) 30 374415 837

