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



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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

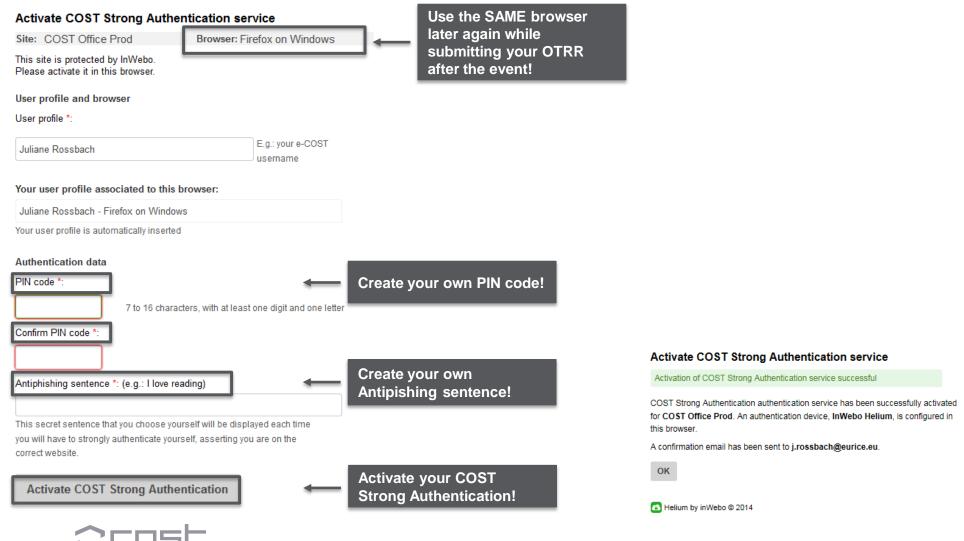
Meeting Details

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	Decline	
Step 2/5	Reimbursement	: Yes	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.				
		Cre	eate Strong Authentication Profile	

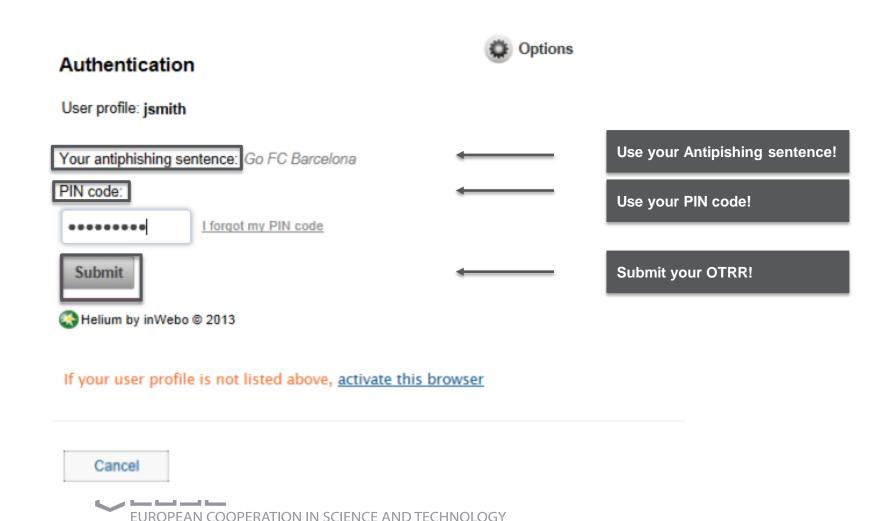
Create your own Strong Authentication Profile!

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



EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

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



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 <u>EXCEPTIONAL</u> 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 <u>latest directly after Christmas in</u> the first week of January 2016!!!

Juliane Roßbach

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