



Growing  
**ideas**  
through  
**networks**

# **COST Action CA16229 – European Network for Environmental Citizenship for the 21st Century Education**

## **MC2 Meeting**

Karin Kubackova – 1 March 2018 – Lemesos, Cyprus

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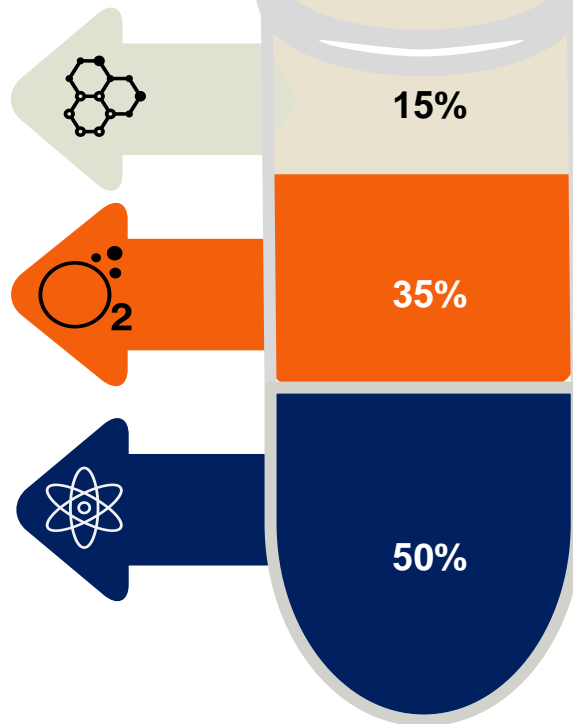
# News from COST



# Payment of the Grant



3<sup>rd</sup> payment



2<sup>nd</sup> payment

1<sup>st</sup> payment





## STSM – Specific Provisions

- Researchers from a Participating Inclusiveness Target Country (ITC)\*:  
50% of the grant upon completion of the 1st day

\*Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, fYR Macedonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey



## ITC Conference Grants

- PhD students and Early Career Investigators (ECI) with affiliation in a **Participating Inclusiveness Target Country (ITC)**
- At least oral/poster presentation
- Listed in the official programme
- Pre-Approval by the MC



## ITC Conference Grants – Financial Support

- Maximum EUR 160 per day for accommodation and meals
  - Maximum EUR 2500 (including conference fees up to EUR 500)
- ✓ Scientific report approved before payment



# COST Branding for Dissemination

- Reference: [www.cost.eu/media/visualidentity](http://www.cost.eu/media/visualidentity)
  - New COST Logo
  - EU Emblem
  - Accompanying text
- To be used for:
  - Action website
  - Promotional materials
  - Publications
  - Final Action Dissemination



# Status of the Action





## Status of the Action

- CSO Approval: 23/06/2017
- Start date: 27/10/2017
- End Date: 26/10/2021
- Number of Parties: 31
- International Partner Country: USA  
(University of Arizona)
- Grant Holder: CYCERE
- Grant Holder Manager: Dr Demetra HADJICHAMBI

# MC Decisions

## MC MEETINGS



**2/3 of Participating COST  
Full Members/COST  
Cooperating Member**

**Majority vote with one  
vote per Participating  
COST Full Member/COST  
Cooperating Member**

**MC decision minuted and  
sent to COST Association**

## WRITTEN PROCEDURE / E-VOTE



**Initiated by MC Chair**

**All MC members**

**Vote open (7 days)**

**Majority vote with one vote per  
Participating COST Full  
Member/COST Cooperating  
Member**

**MC decision sent to COST  
Association and included in  
minutes of next MC Meeting**

# COST Networking Tools



# Reimbursement Rules

**KNOW THE  
RULES!**





## Meetings

- Accept or Decline the invitation
- Sign attendance list
- Submit your claim online with relevant supporting documents
- **Claim Submission Deadline: 30 days**

KNOW THE  
RULES!

# Long distance travel = cross border travel

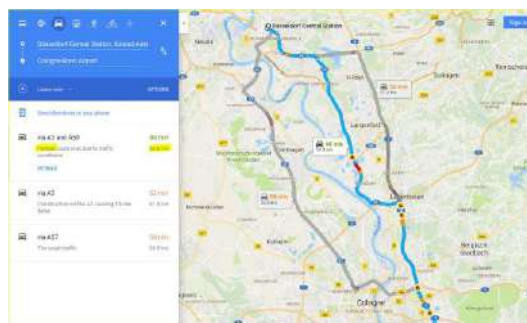
## Flight expenses:

- Economy class only
- Max EUR 1200
- Full travel itinerary
- Ticket price
- Name of passenger

Electronic flight ticket receipt showing details for a flight from London to Amsterdam. The receipt includes the passenger's name, flight number, class of service, and the total price. The total price is highlighted in a green box.

## Car travel expenses:

- Maximum distance 2000 km at
  - EUR 0.20 per km
  - EUR 0.30 per km with 2 or more eligible participants
- Proof of distance



## Trains, bus and ferry expenses:

- First, second and business class

**You must submit invoice / receipts**





KNOW THE  
RULES!

## Local Transport – travel within 1 country

Public transport expenses (shuttle, ferry, bus, train, metro and tram):

Claimed amount

- ≤ EUR 25 → No receipts required
- Claimed amount
- > EUR 25 → All receipts required



Taxi expenses are allowed when:

- No other means of public transport is available
- To/From airport between 10pm and 7am

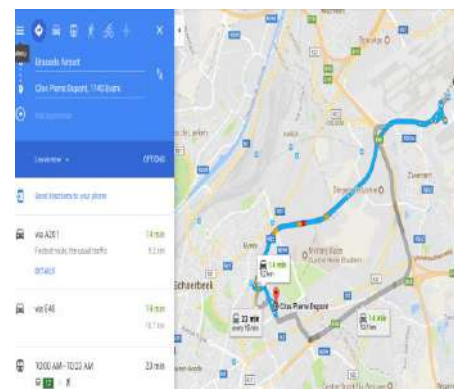
**AND**

Only up to a maximum of EUR 80 in total with receipts



Car travel expenses:

- Same rules apply







## Other travel eligible expenses

- Luggage fees
- Parking fees
- Entry visa fee

KNOW THE  
RULES!

## Accommodation expenses

- Flat rate: EUR 120 per night
- No receipts
- Maximum nights = actual number of meeting days attended + 1 night before the event
- MC decision: lower flat rate
- Same flat rate



## Meals expenses

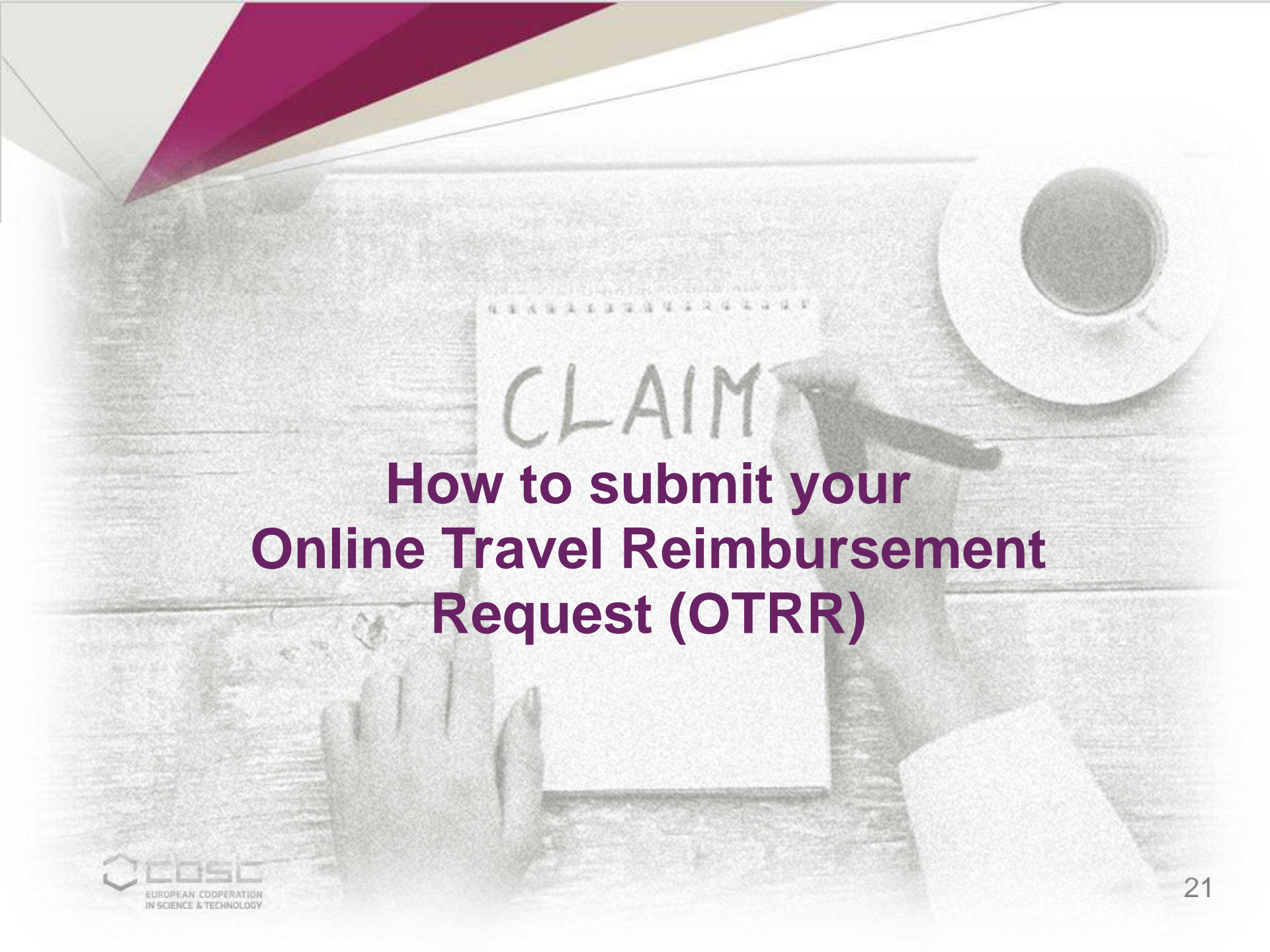
- Flat rate: EUR 20 for lunch and dinner
- No receipts
- Based on travel times
- Offered meals by Local  
Organiser Support (LOS)
- MC decision: lower flat rate
- Same flat rate





## Non-eligible expenses

- Registration, lecture fees and honoraria
- Insurance (life, medical, health, luggage, etc.)
- Fuel, road tolls and car rental
- Charges for a rebooked travel ticket
- Expenses associated with obtaining visas



# How to submit your Online Travel Reimbursement Request (OTRR)





# Step 1/5 Accept or Decline



e-COST

## Invitation to COST Association Event

Dear Dr

You are invited to the following COST event. Please indicate below if you wish to participate.

### Training School Details

Training School ID ECOST-TRAINING\_SCHOOL-TD1409-010517-087354

Title ICMS Modellins Camp

Start Date 2017/05/01

End Date 2017/05/04

Location ICMS, Edinburgh, United Kingdom

Step 1/5

Invitation

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



# Step 2/5 Reimbursement?

## Invitation to COST Associaton Event

Mr Ertuğrul Altuntaş

### Meeting Details

Meeting ID

Title Building with Bio-Based Materials: Best Practice and Performance Specification

Start Date 2017/09/06

End Date 2017/09/07

Location Lisboa, Zagreb, Croatia

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.

To be able to electronically sign documents, your browser needs to be activated for strong authentication. This is a one time operation for every browser used. If later on you use a different browser, you will be prompted to activate that browser before it can be used to sign documents electronically.

Please click the button below to proceed. You will receive an e-mail containing an activation code which you will be prompted to enter in the next screen.

Proceed with the activation

Note: Additional information of the Strong Authentication is available [here](#).



# Step 3/5 Fill in your travel expenses

## Travel information and expenses

### Please note:

- Local organiser has paid 1 meal(s) for this meeting, which has/have been automatically deducted from the number of eligible meals that you can claim.

Please carefully read the Travel Reimbursement Request (TRR) Rules before you encode your expenses.

### Travel dates (Door to Door)

Travel Start      Date    2016-04-13          Time    10:00 - 10:59    ▾

Travel End      Date    2016-04-15          Time    22:00 - 22:59    ▾

### Meeting Attendance

Please indicate by clicking on the check box below which days you attended the COST event as confirmed by you signing the attendance list.

14 Apr 16







# Upload receipts

## Supporting Documents

Download ALL

Attached Document 1

flight tickets

Download

Attached Document 2

taxi receipt

Download

Attached Document 3

local car travel itinerary

Download

Attached Document 4

flight invoice

Download

Attached Document 5

parking invoice

Download

Current Total



## Step 4/5 Select Bank account

Bank Account

JOHN CH. SMITH / BE000000000000002

Add A New Account

Select the Bank Account you would like to get reimbursed on above. To select a non-listed account , click "Add a new account".

After selecting your bank account, you will be able to preview a draft version of your TRR (Travel Reimbursement Request) Form to verify the details.

Once you have selected your bank account you will be able to review your TRR and submit your claim.

Save



## Step 5/5 Submission

### Submission

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

*The COST Association reserves the right to correct this document after signature by the participant to comply with COST Rules.*

Click to submit your claim electronically. You will be prompted to enter your e-COST password to verify your identity.

[Submit e-Claim](#)

Note: [Additional information of the Strong Authentication](#) is available [here](#).

Dr John Smith

*Your online reimbursement request has been successfully submitted. You may download the Travel Reimbursement Request(TRR) in pdf format for personal filing. No further action is required from your side.*

[Download TRR](#)

### Meeting Details

Meeting ID	ECOST-MEETING -140416-072346
Title	Management Committee meeting
Start Date	2016/04/14
End Date	2016/04/14
Location	COST Association, 149 Avenue Louise, 8-1050, 15th Floor, Brussels, Belgium

## Communicating with COST

- Communicate only outcomes of MC decisions
- Always indicate your Action number





# Thank you

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