

## Guidelines for workshops and reimbursements

1. Application for a meeting is submitted to the Management Committee (MC)
2. MC votes whether to support a meeting. MC also decides on the level of support (i.e. how much money to allocate to the meeting).  
The planning of meetings should be done at the beginning of each budget year. The COST Office (i.e. Julia Stamm) sends a form to the Action Chair where he/she needs to complete the meeting and budget projection for the year (June-May). In addition, meetings should be discussed and approved at MC meetings (and minuted) and only in exceptional cases via e-mail voting. It is recommended to hold MC meetings twice a year.
3. The Action Chair submits the meeting request to the COST office (Ms. Julia Stamm and Ms. Aranzazu Sanchez Medina) and asks for approval. In his/her request, the Action Chair needs to refer to the MC decision about this particular meeting (normally MC minutes).  
This is performed in the following way:
  - a. In order to apply for a meeting, the organizer needs to fill in the template in cooperation with the Action Chair (Appendix 1).
  - b. The Action Chair submits the application to the COST office (Ms. Julia Stamm), who will check it, approve it or come back with questions.
  - c. When preparing applications, it is important to respect the deadlines set out in the COST Vademecum:
    - i. Small meeting requests: Up to 5 delegates normally minimum 3 weeks before the proposed meeting
    - ii. Larger meeting requests (such as MC, DC, workshops etc.): Normally minimum 4 weeks before the proposed meeting
    - iii. Request for Local Organizer Support: Normally minimum 2 months before the proposed meeting
4. Once the meeting request has been approved, participants will receive an official invitation sent by Ms. Aranzazu Sanchez Medina. For that meeting, not more than two participants from the same country can be funded by COST. Participants should not proceed with travel arrangements before the COST Office approval for the meeting has been given. They will be reimbursed after the event. See also Appendix 2 for the rules for reimbursement of expenses for experts eligible for reimbursement.
5. In case that the organizers also want to apply for financial support for the meeting, the local organizer needs to fill in the template (Appendix 3<sup>1</sup>) which the Action Chair sends to the COST office (Ms. Julia Stamm and Ms. Aranzazu Sanchez Medina), together with his/her approval of the requested local organization amount on behalf of the MC.

### Important points:

- a. The local organizer support does not include the individual reimbursements, which are done separately (see step 4). However, the total sum (local support plus the individual reimbursements) must not exceed the sum allocated by the MC (see step 2).
- b. Organizers need to decide how much money to allocate to individual reimbursements and how much to other things that can be financed as local support.  
Individual reimbursements include accommodation (flat rate of 120EUR per night), travel expenses (actual expenses) and meals (flat rate of 20EUR per meal).
- c. STRIKE does not have a policy that MC members automatically receive a reimbursement – the list of people eligible for reimbursement depends on organizers and is submitted as a part of the application in step 3.  
Please note that the list of participants has to be approved by the COST Office.

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<sup>1</sup> This template is just for illustration, the real template is an excell file that can be obtained from Action Chair, Vice-chair or the Cost office

Please be aware that MC members must be invited to all MC meetings and that, consequently, they will be entitled to the reimbursement of their travelling and accommodation expenses.

- d. A local contribution to the costs is mandatory. In addition, at the event, COST as funding organization must be visible.
6. The **reimbursements forms have to be collected by the local organizer** (STRIKE member) at the end of the meeting who will then send them to the COST Office in one batch. Participants should not send the forms to the COST Office individually. Only missing receipts should be sent to Ms. Aranzazu Sanchez Medina after the event.  
Participants must sign the attendance list on every meeting day. The local organizer will send the list to the COST Office after the meeting, together with the reimbursement batch.
7. For all details, the organizers need to follow the rules outlined in the COST Vademecum ([http://www.google.hr/search?sourceid=navclient&ie=UTF-8&rlz=1T4ADBF\\_enHR311HR312&q=cost+vademecum](http://www.google.hr/search?sourceid=navclient&ie=UTF-8&rlz=1T4ADBF_enHR311HR312&q=cost+vademecum)).

## APPENDIX 1

### Funding request for a meeting of Action

**-INSERT ACTION NUMBER AND ACTION TITLE-  
STRIKE ISO604**

#### 1. Description

TYPE OF MEETING (MC, WG...) AND DATES:  
Topic/Title:

#### 2. Local Organiser

#### 3. Estimated total number of reimbursements

#### 4. Date of relevant MC meeting and no. of agenda item

This meeting was approved by

#### 5. Preliminary list of participants

##### COST Members

Name	Email	Country	WG

##### Invited Experts (please mention also email and country they are coming from )

Name	Email	Country

#### 7. Provisional Agenda

## APPENDIX 2

### Rules for reimbursement of expenses for experts eligible for reimbursement Version 2.1 - 01.09.2009

*Please read carefully before completing the form.*

Participants to COST meetings should arrive and depart as close as possible to the beginning and to the end of the meeting. In cases where participants have been on non-COST activities either before or after the meeting they should indicate the dates and times of departure from home and return to home, as if they had only attended the COST meeting.

The expert eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received any similar reimbursement or allowance or is not entitled to a similar reimbursement or allowance from another Institute, organisation or person for the same trip.

#### **IMPORTANT**

- If the complete reimbursement form is not submitted within 60 days, it is presumed that no claim for payment or for reimbursement of expenses will be requested by the participant;
- Only fully completed reimbursement forms will be considered by the COST Office (including fields such as bank account details, meeting ID, departure/arrival dates/times and etc.);
- For the reimbursement of travel costs, originals or legible photocopies of **transport tickets** must be provided **with the claim form**. They must clearly indicate **the amount paid** and the **full itinerary** (showing departure/arrival dates and times);
- Originals, or legible photocopies, of all travel documents must be kept by the expert for five years after the end of the Seventh Framework Programme;
- Reimbursement is in **euro**;
- The following are some examples of **items not eligible for reimbursement**:
  - Registration fees, costs of health, life and luggage insurance are **not** reimbursed;
  - Cancellation insurance will only be reimbursed for non-changeable low cost tickets or similar not changeable tariffs;
  - Other costs such as telephone calls. cannot be reimbursed;
- Any other arrangements may be considered in exceptional cases subject to prior approval by the COST Office.

#### **4a. Accommodation**

The flat rate reimbursement is of **€120 per night** for accommodation and breakfast. The maximum number of nights reimbursed equals the number of attended meeting days + 1 (as confirmed by the signed attendance list). Any deviation from this rule will require an explicit justification under "Other/remarks", supporting documentation and an approval by the COST Office.

#### **4b. Meals**

Lunch (including coffee breaks) and dinner expenses will be reimbursed at a fixed rate of **€20 each**. Meals covered by a separate COST meeting support will not be paid.

#### **5. Travel expenses**

Travel expenses are refunded on the principle of the most economical overall expenditure.

##### **5a. Travel by plane, train or long distance bus (coach)**

- For travelling by air low cost tickets have to be used. To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed. The most economical tariff shall be reimbursed if originals or legible photocopies of the ticket are provided. Business class can only be reimbursed under exceptional conditions and needs the prior approval from the COST secretariat. **Air tickets exceeding €1200 require prior approval by the COST Office.**
- Local airport transfer should use the most economical means of transport. Airport parking may be reimbursed, if economical.
- The shortest and most economical route by rail or bus between the departure point and the place where the meeting is held must be used. First class rail or bus travel may be reimbursed by the COST Office.
- Costs for seat reservations, transport of necessary luggage and supplements for fast trains and sleeper (instead of hotel) are eligible expenses.

#### **5b. Travel by private or rented car**

- The use of a private or rented car is reimbursed on the basis of **€0.20 per kilometre** (no fuel, toll, car park etc. will be reimbursed) for one person travelling alone. Where two or more persons are entitled to reimbursement of travel expenses and use the same car, only the person responsible for the car shall be reimbursed at the rate of **€0.30 per kilometre** and the name of the passengers must be declared on the reimbursement form.
- Travel by car for a distance of more than 2000 km in total is normally not reimbursed and in any case no additional accommodation is paid.
- A proof of distance has to be attached (print-out from websites such as Via-Michelin, Maporama, Mappy, Google Maps).
- Full address of departure is required.

#### **5c. Local Transport**

For local transport expenses receipts are not required under a total of **€25** (single & return). If the total amount for the entire trip exceeds **€25**, copies of all justifications and receipts have to be added to the reimbursement form.

#### **5d. Taxi**

Taxi fares are limited to **€40** in total for the entire trip. Receipts are always required. They shall only be reimbursed where no reasonable public transport is available. Any deviation from this rule will require an explicit justification and an approval by the COST Office.

### APPENDIX 3

#### APPLICATION FOR CONFERENCE/WORKSHOP SUPPORT

**COST Action:**

Place:

Dates:

**Local organiser**

Institution:

Responsible person:

#### BREAKDOWN OF EXPENSES

#### APPLICATION

#### Final breakdown

Item	Total expenses (Budget)			Local Organizer's Contribution	Requested COST support	Total expenses	COST support	Annex
	local curr.	Currency	€					
[1] Room and technical equipment rental								
[2] Photocopying, printing of programmes, flyers, book of abstracts, application forms, draft report, proceeding etc.								
[3] Phone, fax, Mailings cost for announcements, letters of confirmation								
[4] Personnel - staff involvement- or temporary recruitment of a secretary if necessary, or services of a congress organizing agency (if the conference/Workshop is very large)								
[5] Local transport - e.g. bus for field trips								
[6] Coffee breaks and light refreshments								
[7] Meals/dinners if deducted from the daily allowance of the reimbursed participants.								
[8] Others (please specify)								
<b>Total</b>			0.00	0.00	0.00	0.00	0.00	