

Short procedure **Travel Reimbursement Request (TRR)** for eligible participants

(extended information see <http://www.cost.eu/download/Travel-Reimbursement-Instructions.pdf>)

DURING MEETING:

- **Sign attendance lists every day!**
- Keep all the original receipts/ e-tickets of your travel +Hotel invoice (for transfer/parking!)
Boarding passes are only needed when submitted invoice/travel itinerary does not detail travel times. Both travel dates and the timings must be clearly visible on all travel itineraries.

AFTER THE MEETING: (ASAP but max. within 30 days!)

Open your TRR (*via link in invitation sent by COST!*)

Step 2/5: if not done yet, click 'Yes' to accept reimbursement

Step 3/5: fill in your travel information and expenses according to our rules (they can deviate from COST rules!):

- **Accommodation**= 60 EUR/night incl. breakfast, **meals** = 20 EUR;
Max. number of nights/meals depends on travel time; no receipts required.
- **Transport by car**: **always upload + print road map.**
 - Home-airport/train station-home = **Local transport!**
 - Crossing country borders or distance>200 km: claim as Travel!
 - Hotel parking (claim under Local transport) is charged per person (see hotel invoice), but COST refunds only the driver! Arriving by car together?: pretend each of you drove alone (*numb.of COST passengers='0'*) => all can claim car travel +hotel parking.
- **Local transport** = *All types of transport in your country and the country where meeting takes place (home-station/airport, airport/train station-meeting venue etc.). Only transport crossing country boundaries or long distances (>200km) should be claimed as Travel.*
 - Transfer airport-hotel or hotel parking (20 EUR; on hotel invoice!)
 - Total <25 EUR: no receipts needed but indicate type of journey under "Justification"
 - Total= 25 EUR or more: **original receipts of all trajectories required!**
 - Select 'type of transport' in form

Upload scans+print **all** supporting documents/receipts/ (e)tickets/maps

Step4/5: check your bank details.

- If incorrect modify via <http://e-services.cost.eu>.
- Preview your TRR and modify if necessary.

Step5/5: submit

- print + **sign/date** TRR (pref. with blue ink)

Send signed TRR+ **all original** tickets/receipts/documents/route map **as registered mail** to

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