

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 shuttle transfer!)
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 below (they can deviate from COST rules!):

All travel expenses should be claimed in the TRR for the COST WG-meeting and not in the TRR for the workshop/SC meeting! USE SCHEDULE BELOW!

Expenses to be claimed on											
Event	TRR(s)* WORKSHOPS					TRR WG MEETING					Travel#
	Nights (incl. breakf.)		Meals **			Nights (incl. breakf.)		Meals**			
	november	max.	november	november	max.	november	max.	november	november	max.	
TG2	2	1	(2) 3	2	5	3, 4, 5	3	4, 5 (6)	3, 4, 5 (6)	7	all costs
SC	2	1	(2) 3	2	5	3, 4, 5	3	4, 5 (6)	3, 4, 5 (6)	7	all costs
no WS, only MC/WG	NA	NA	NA	NA	NA	3, 4, 5	3	(3) 4, 5 (6)	3, 4, 5 (6)	8	all costs

** max number of meals depending on travel time (date between brackets)

- **Accommodation** = 65 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!
 - Driving alone = '0', taking other COST **reimbursed** passengers with you? Fill in name(s).
- **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 (on hotel invoice!)
 - Total ≤ 25 EUR: no receipts needed but indicate type of journey under "Justification"
 - Total > 25 EUR:
 - 1) **original receipts of all trajectories required! (displaying date+amount)**
 - 2) detail all segments of journey on TRR
 - Select 'type of transport' in form

Upload scans/print of **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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