

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 expenses**
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: (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!):

USE SCHEDULE BELOW!

All travel expenses should be claimed in the TRR for the COST WG-meeting and not in the TRR for the workshops!

(Exception: if you are not attending the WG meeting =>claim travel costs on TRR of workshop)

Expenses to be claimed on

Event	TRR(s)* WORKSHOP					TRR WG MEETING					Travel#
	Nights (incl. breakf.)		Meals**			Nights (incl. breakf.)		Meals**			
	data	max.	lunch data	dinner data	total max	data	max	lunch data	dinner data	total max.	
WS2	19, 20	2	(19) 20, 21	19, 20	5	21, 22, 23	3	22, 23 (24)	21, 22, 23 (24)	7	all costs
WS3	20	1	(20) 21	20	3	21, 22, 23	3	22, 23 (24)	21, 22, 23 (24)	7	all costs
WS5	24, 25	2	24, 25 (26)	24, 25 (26)	6	21, 22, 23	3	22, 23	21, 22, 23	5	all costs
WS6	20	1	(20) 21	20	3	21, 22, 23	3	22, 23 (24)	21, 22, 23 (24)	7	all costs
WS7#	24, 25	2	24, 25 (26)	24, 25 (26)	6	21, 22, 23	3	22, 23	21, 22, 23	5	all costs
WS8	24	1	24 (25)	24 (25)	4	21, 22, 23	3	22, 23	21, 22, 23	5	all costs
WS9	20	1	(20) 21	20	3	21, 22, 23	3	22, 23 (24)	21, 22, 23 (24)	7	all costs
no WS, only MC/WG	NA	NA	NA	NA	NA	21, 22, 23	3	(21) 22, 23 (24)	21, 22, 23 (24)	8	all costs

* participating 2 workshops? => use for each workshop the correct TRR!

Note: overlapping nights/meals can only be claimed once (on one of the TRRs)!

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

not attending WG meeting? => claim travel on TRR of WS (i.e. WS7: Jordi, Steven, Maxime)

- **Travel start/end:** use data as indicated in the table above.
- **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!
 - Driving alone = '0', taking other COST 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 should be claimed as Travel.*
 - 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 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** TRR (pref. with blue ink)

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

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