

COST Domain Individuals, Societies, Cultures and Health (ISCH)**NOTE TO MEETING PARTICIPANTS****CONCERNING REIMBURSEMENT OF TRAVEL COSTS**

Rev. 19/04/2006

The COST Office will reimburse the travel costs of invited, eligible meeting participants according to the COST reimbursement rules. The rules are attached to the specific reimbursement form that you have received for the meeting and are also available at the COST Office website. **Please read these rules carefully.**

If you have never registered on-line with the COST Office for payment, you must do so using the **electronic registration tool** (www.cost.esf.org/registration) to provide full personal and bank details. You need only register once, unless to change your personal or bank details.

Air tickets should be the cheapest possible and business class travel will not be reimbursed. Tickets costing more than 1200 EUR will be reimbursed only with prior approval by the COST Office.

You should complete the reimbursement form on a computer and bring a printed copy to the meeting. **You must hand in the completed form at the meeting** including legible copies of travel tickets etc. In case of e-tickets, a print-out must be attached. The copies must clearly prove the price paid, dates of travel and details of the route.

Please note that copies of tickets are required for all travel expenses to be reimbursed, also for return trips. As an exception to this rule, however, for **local transport**, no receipts are required for total amounts up to 25 EUR.

Normally, only participants on the official attendance list can be reimbursed. You must sign the attendance list on each day you attend.

For **questions** regarding reimbursement, please contact the organiser of the meeting or Administrative Officer Jie Zhu at the COST Office: Ph. +32 (0)2 533 3804, jzhu@cost.esf.org.