

## **REQUESTS FOR YOUR TRAVEL REIMBURSEMENT**

- For travel expenses, it is necessary to provide only the electronic ticket with the complete travel itinerary. Travel expenses documented with screenshots or partial information will NOT be reimbursed. It is recommended not to book flights from unofficial websites (Booking, Expedia, EDreams, etc.) but directly from the airline websites (Turkish Airlines, Lufthansa, etc.).
- If there are no direct flights to the COST event location, it is possible to request reimbursement for layovers, provided they occur consecutively (i.e., on the same day). Travel expenses that include stopovers with overnight stays between connections will NOT be reimbursed.
- For reimbursement of eligible expenses, always report in the claim and on the platform the currency used and indicated in the attached document.
- In the case of visa reimbursement: upload the receipt or a copy of the relevant Airport/Ministry website with the amount and description of the fee to the platform.
- If the flight ticket lists "Other" in reference to luggage or other unspecified expenses, please provide an explanation of the type of expense and attach additional documentation containing this information. Without both an explanation AND documentation, it will not be possible to request reimbursement for the expense.