

REQUESTS FOR YOUR TRAVEL REIMBURSEMENT

- For travel expenses, it is necessary to provide the full booking confirmation/itinerary for long distance travel (>101 km) 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.
- Long distance Car travel (equal to or above 101 km one way) is limited to a maximum distance of 1000 km for the entire journey from any point of departure to the event venue and return to a point of arrival; Car travel shall be reimbursed at EUR 0.35 per km based on parking receipt which shall clearly detail the parking date(s). If parking is paid by sms, a print screen of the sms shall be uploaded in e-COST. When parking is included in the accommodation price, the participant must ask the accommodation provider to mention this on the accommodation invoice (best with dates and hours when no other support document for DA start and end hours).