

FINANCING OF COST **ACTION ACTIVITIES**

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FINANCING OF COST ACTION ACTIVITIES

- **All the expenditures must be approved by the MC or by some special bureau being derived out of the MC and being empowered to do so**

FINANCING OF COST ACTION ACTIVITIES

- **Travel expenses and daily allowance**
- **Subsidies**
- **Publications**
- **Short term scientific missions (STSM)**
- **Workshops/Conferences/meeting support**
- **Evaluation of COST Actions**
- **Training schools**

FINANCING OF COST ACTION ACTIVITIES

Travel expenses and daily allowance

- COST will reimburse normally up to 2 Delegates for up to 3 Management Committee meetings per year of the **35 COST member countries**

Travel expenses and daily allowance

- **Management Committee meetings**
- **Working Groups meetings**
- **Expert meetings**
- **COST Technical Committee meetings**

Travel expenses and daily allowance

Travel expenses

- by car, 0.20 Euro per km or 1st class train ticket**
- by air, tickets up to 1200 Euro /economy mandatory/**
- taxi use possible where no public transport is available or...**

Per diem

- accommodation; a fixed sum 107Euro per night /no bills are necessary/**
- 21 Euro per meal /2 meals per day possible/**

FINANCING OF COST ACTION ACTIVITIES

Travel expenses and daily allowance

- Participants in COST meetings should arrive and depart as close as possible to the beginning and end of the meeting. In cases where participants have been on non-COST activities either before or after the meeting they should indicate the dates and times of departure and return to their home as if they had only attended the COST meeting, unless extension of stay is justified by a reduction in overall cost (resulting e.g. from reduced air fares).
- The expert eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received any similar reimbursement or allowance or is not entitled to a similar reimbursement or allowance from another Institute or organization or person for the same trip.
- **1. Travel costs are refunded on the principle of the most economical overall expenditure**
 - **Travel by train and/or bus or long distance bus:**
 - The shortest and most economical route by **first-class rail or bus** between the departure point and the place where the meeting is held must be used.
 - The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleeper (instead of hotel) are eligible expenses.
 - **Travel by air:**
 - Air tickets should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed. The most economical tariff shall be reimbursed on production of the ticket. Business class can only be reimbursed under exceptional conditions and needs the prior approval of the COST secretariat. **Air tickets exceeding €1200 require prior approval by the COST Office**
 - Local airport transfer should use the most economical means of transport. Airport parking can be reimbursed if economical.
 - **Travel by car:**
 - The use of a private car is refunded on the basis of the first-class rail fare (excluding sleeping car or any other supplement) or 0.20 € per kilometer **for one person travelling alone**. An estimate of the fare from a certified travel agent should be enclosed with the claim for reimbursement. Where two or more persons entitled to reimbursement of travel expenses use the same car, only the person responsible for the car shall be reimbursed at the rate of 150 % of the equivalent first class rail fare. The number of kilometres covered and car registration must always be indicated on the reimbursement form.
- **IMPORTANT**
- For the reimbursement of travel costs, originals or legible photocopies of **tickets, vouchers, invoices** (including taxi receipts) must be provided **with the claim form**. They must clearly indicate **the amount paid** and the **full routing**.
- Copies of all travel documents must be kept by the expert until the payment has been received.
- Reimbursement is in **Euro**
- **Taxi fares** up to € 40 per journey shall only be reimbursed where no reasonable public transport is available.
- Costs of health, life and luggage insurance are **not** reimbursed.
- Cancellation insurance will only be reimbursed for PEX/APEX tickets or similar not changeable tariffs.
- **Accommodation**
- Reimbursement for room and breakfast will be made on the basis of a fixed rate of **107 € per night necessary to attend the meeting or to qualify for a discount air ticket**.
- **Meals and sundries**
- Lunch and dinner expenses will be reimbursed at a **fixed rate of 21 € each**. These amounts will only be paid, when meals are not provided by COST, or by a host organisation. Other costs such as telephone calls etc cannot be reimbursed.
- **Note:** Any other arrangement may be considered under exceptional cases subject to prior approval by the COST-office

FINANCING OF COST ACTION ACTIVITIES

Subsidies

- request subsidies
to review, co-ordinate, evaluate or summarise the results of its activities or to prepare a document or booklet for use by the broader scientific community (this does not include the annual or final reports of the Action).

FINANCING OF COST ACTION ACTIVITIES

Publications

- Publications concerning the work of an Action may be financed from the COST Office budget line covering Dissemination/Publication. This includes Workshop/Conference proceedings, annual and final reports of Actions, reviews and evaluation reports, etc.

Short term scientific missions (STSM)

No contracts any more

The MC : to approve

- 1) the application
- 2) the scientific report

- SO :
 - 1) to register approved STSMs
 - 2) to announce the participant
 - 3) to reimburse

FINANCING OF COST ACTION ACTIVITIES

Short term scientific missions (STSM)

Before the STSM

- Applicant – to send the application to the MC /STSM Bureau/
- MC /Bureau/ - to approve the application and to send the approval together with the application to SO
- SO encode the STSM and to send grant letter to the applicant

FINANCING OF COST ACTION ACTIVITIES

Short term scientific missions (STSM)

After the STSM

- Applicant – to send the scientific report to the MC /STSM Bureau/
- MC /Bureau/ - to approve the scientific report and to send the approval together with the Report to SO
- SO to arrange the reimbursement request

FINANCING OF COST ACTION ACTIVITIES

Short term scientific missions (STSM)

- Limitations
- Duration 5 WD – 1 month
- 2500 Euro per mission
- From Action's member country to Action's member country

Workshops/Conferences/meeting support

- COST support is normally only a **contribution** to the total budget.
- **The contribution should normally not exceed €10 000.**
- **For a requested support of up to €3 000 the contribution will be granted as fixed grant.**

FINANCING OF COST ACTION ACTIVITIES

Workshops/Conferences/meeting support

• ***a) Organisation costs***

- Room and technical equipment rental
- -Printing + Photocopying - programme (preliminary, definitive) application form, draft report.
- Phone, fax, mail - announcements, letters of confirmation.
- Personnel - staff involvement - or temporary recruitment of a secretary if necessary, or services of a Congress organising agency (if the Conference/Workshop is very large).
- Internal transport - e.g. bus for a scientific visit.
- Coffee breaks and light refreshments.
- Meals/dinners if deducted from the daily allowance of the reimbursed participants.

FINANCING OF COST ACTION ACTIVITIES

Workshops/Conferences/meeting support

- ***(b) Invited keynote speakers and session chairs***
- ***(c) Conference/Workshop Proceedings (funded from the Publications budget line)***

Evaluation of COST Actions

- No procedure so far

FINANCING OF COST ACTION ACTIVITIES

Training schools

- Support to organize TS – up to 10000 Euro from Action's budget
- Some support in bringing lecturers and students. STSM can be utilized.

Budget

- ???