

ONLINE TRAVEL REIMBURSEMENT REQUESTS (OTRR)

WHAT TO KEEP IN MIND?

THE FULL USER GUIDE TO OTRR SUBMISSION IS AVAILABLE [UNDER THIS LINK](#). YOU SHOULD READ IT CAREFULLY BEFORE BOOKING YOUR TRAVEL AND THAN AGAIN WHEN SUBMITTING YOUR OTRR. BELOW YOU WILL FIND A LIST OF PERSISTENT ERRORS, WHICH WE HOPE YOU CAN AVOID IN THE FUTURE.

WHEN TO COMPLETE THE OTRR?

Please do NOT submit your claims before the meeting. Once you submitted, the form is closed for correction and you will not be able to upload the relevant documentation. Note that the submission of the claim before the meeting does not speed up the process, since all claims from all participants need to be processed and validated before we can reimburse you.

AIR TRAVEL DOCUMENTATION

Always ask a detailed invoice from your travel agent (or online service) and when submitting, you should subtract the ineligible partial amounts.

The supporting documents should clearly detail:

- Name of the service provider
- Name of the passenger
- Booking class (only economy class tickets are eligible)
- Mode of transport
- Full price of the ticket (not exceeding EUR 1200) including the price breakdown (insurance, fees, penalties etc.)
- Dates AND Times of travel

Most often your documentation did not include information about booking class or the price breakdown. We need to know the breakdown, because expenses like travel cancellation or luggage insurance, charges and/or penalties linked to a participant changing or having to rebook travel tickets are NOT eligible – in that case you should subtract the partial amount from the overall price (to save us the trouble). Seat reservations, luggage transportation expenses, fees charged by travel agencies including currency fees are eligible.

TRAVEL DEROGATIONS

As a rule (see p. 26 [Vademecum](#)), you are eligible to travel from the country you represent (i.e. the country of your institutional affiliation, whatever your personal address is) to the place where the Action activity takes place, and back.

If you know that you will be traveling to a COST meeting from a different country than the above, you need to provide, ONE MONTH IN ADVANCE, a comparative quote (e.g. from Skyscanner, Opodo, Expedia, Momondo

etc) which compares the price for the most economical means of travel by the same mode of transport from your COST-approved location versus the actual location of your travel. The lower of the two amounts determines the maximum sum that can be reimbursed.

If in your case this is a permanent condition (e.g. you live in one country, but work in another) you can apply for a blanket permission by providing a copy of your residence permit – please contact IBL team for details.

START AND END OF THE TRAVEL

You start and end the journey in your home. You can claim reimbursement accordingly. Your total travel time would be probably a little bit longer than the start/end time of your flight.

PUBLIC TRANSPORT EXPENSES

Public transport is bus, train, metro and tram that you use for travel within one country.

If you want to claim EUR 25 or less, you don't need to provide any documentation.

If you want to claim more than EUR 25, you need to submit invoices / receipts that clearly detail the name of the service provider, the full price of the ticket and the date of travel.

TAXI

Taxi service is eligible for reimbursement only when taken before 7 am to facilitate an early departure and/or when taken after 10 pm due to a late arrival. The maximum amount to be claimed is EUR 80. Taxi receipts must clearly detail the name of the service provider, the full price of the journey and the date and time of travel. Tips are not eligible for reimbursement.

ACCOMMODATION

“Plus one” rule applies. The maximum number of nights that can be claimed is calculated against the actual number of days the participant attends the approved activity (as confirmed against their signature on the official attendance list for each day of the event that they attend), plus 1 night. E.g. if your meetings takes 2 days, you will be reimbursed for 3 nights.

Note that this applies to accommodation alone, you can extend your travel (as long as you keep in mind the rule on travel derogation). Note that no receipts are needed, just the signatures on the attendance list.

CURRENCY

Please remember that you should enter the expenses in the currency in which you made the payment.