

HOW TO SUBMIT YOUR

Reimbursement Claim

Step-by-step guide for e-COST participants



PanEuCOPT

What This Tutorial Covers

1

Access e-COST

Log in and navigate to your Action's agenda

2

Open the Claim Form

Click 'Reimbursement claim' from the event page

3

Set Attendance Dates

Confirm which days you attended face-to-face

4

Daily Allowance

Claim your daily allowance (meals, accommodation, etc.)

5

Travel Expenses

Add long-distance travel (plane, train, bus, car, ferry)

6

Fill Travel Details

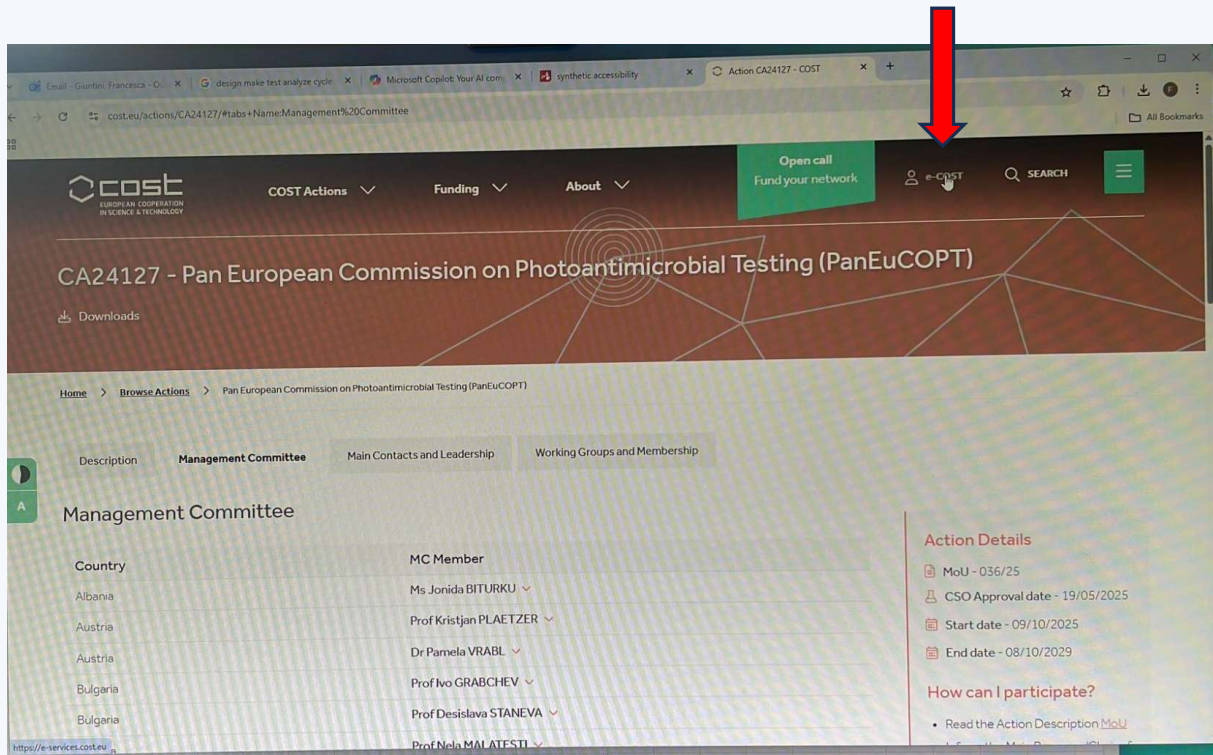
Enter origin, destination, amount & upload documents

7

Submit Your Claim

Save as draft or click 'Claim expenses' to finalise

Step 1 – Access e-COST & Find Your Event



1

Go to **e-services.cost.eu** and log in with your COST account.

2

On the **Home** page, find your event listed under the **Agenda** section.

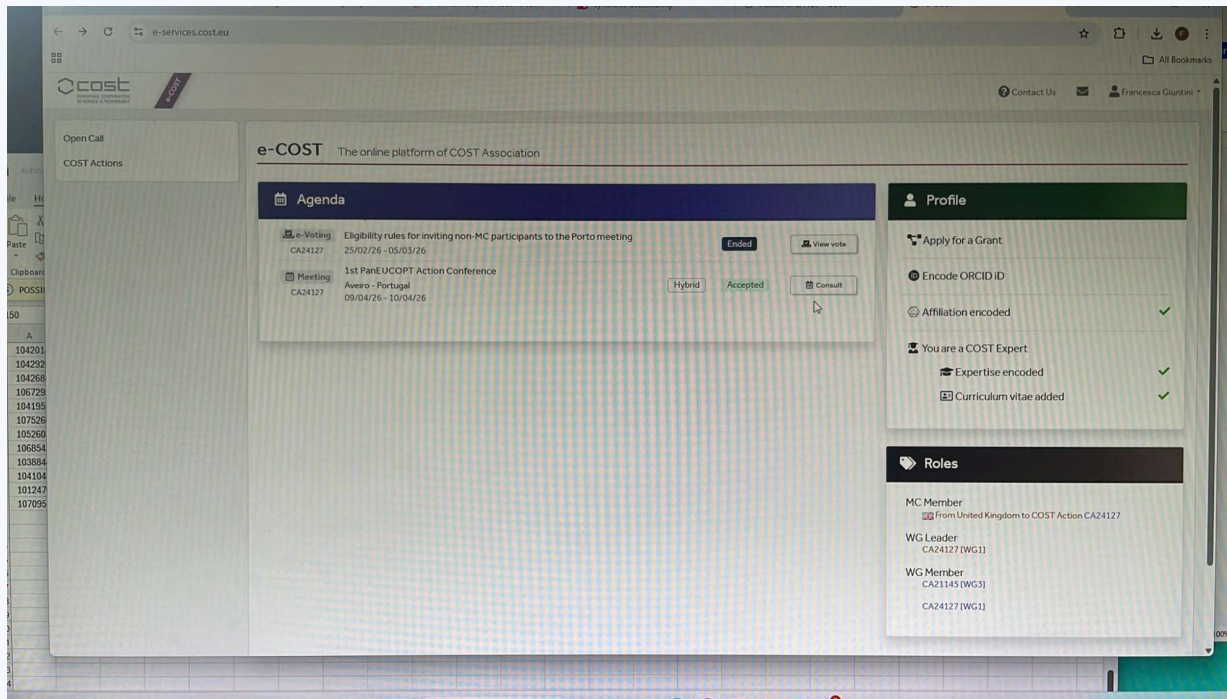
3

Click '**Consult**' next to the meeting (e.g. 1st PanEUCOPT Action Conference).



Tip Your event must show status 'Accepted'. If not visible, check your invitation e-mail.

Step 2 – Open Your Reimbursement Claim



1

Scroll down to the 'Update your participation' section.

2

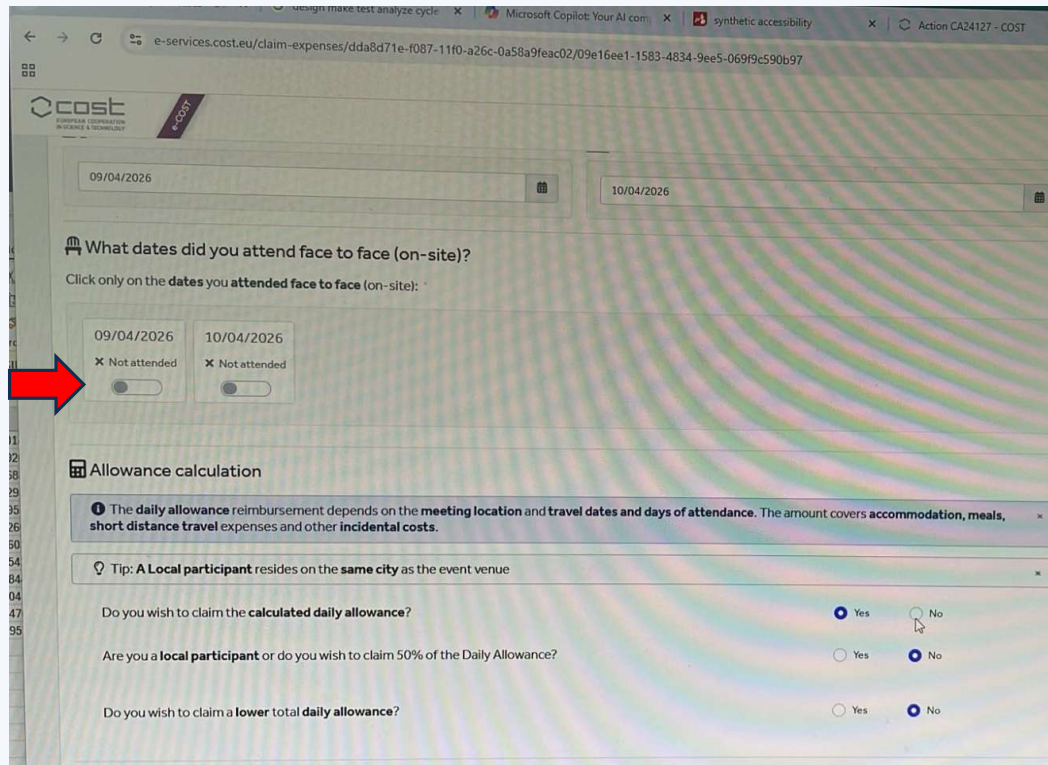
Confirm attendance: select 'Face to face' and 'Yes' for reimbursement.

3

Click '**Reimbursement claim**' to open the claim form.

Note Online attendance does NOT qualify for reimbursement. You must attend face-to-face.

Step 3 – Set Your Attendance Dates



The screenshot shows the e-COST reimbursement form. At the top, there are two date pickers for 09/04/2026 and 10/04/2026. Below them, the question "What dates did you attend face to face (on-site)?" is displayed. A red arrow points to the "Not attended" toggle for the date 09/04/2026. Below this, there is an "Allowance calculation" section with a tip: "The daily allowance reimbursement depends on the meeting location and travel dates and days of attendance. The amount covers accommodation, meals, short distance travel expenses and other incidental costs." and a tip: "A Local participant resides on the same city as the event venue". At the bottom, there are three questions with radio button options: "Do you wish to claim the calculated daily allowance?" (Yes/No), "Are you a local participant or do you wish to claim 50% of the Daily Allowance?" (Yes/No), and "Do you wish to claim a lower total daily allowance?" (Yes/No).

1

Verify the event dates shown at the top of the page.

2

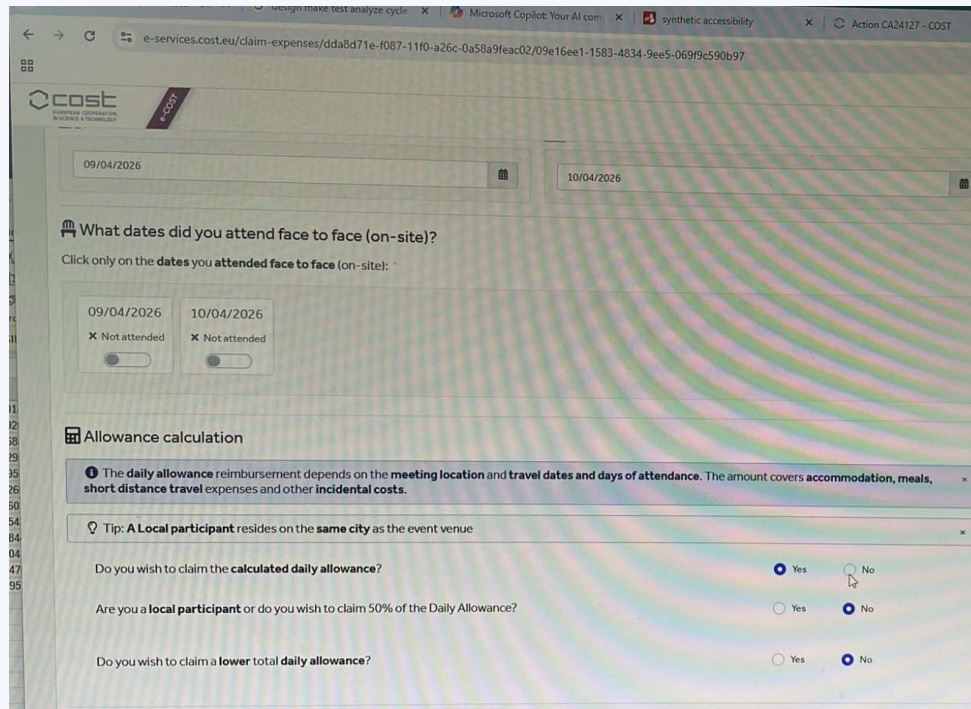
Toggle each date you attended on-site to 'Attended' (green slider).

3

Leave dates as 'Not attended' if you were absent or attended online only.

✓ **Important** The daily allowance is calculated automatically based on your selected attendance dates.

Step 4 – Claim Your Daily Allowance



The screenshot shows the e-COST web interface for claiming a daily allowance. At the top, there are date pickers for '09/04/2026' and '10/04/2026'. Below these, a section titled 'What dates did you attend face to face (on-site)?' includes a note: 'Click only on the dates you attended face to face (on-site):'. Two date buttons are shown, both with 'X Not attended' and a toggle switch. The 'Allowance calculation' section contains an information box stating: 'The daily allowance reimbursement depends on the meeting location and travel dates and days of attendance. The amount covers accommodation, meals, short distance travel expenses and other incidental costs.' Below this is a tip: 'Tip: A Local participant resides on the same city as the event venue'. Three questions follow, each with 'Yes' and 'No' radio buttons: 'Do you wish to claim the calculated daily allowance?' (Yes selected), 'Are you a local participant or do you wish to claim 50% of the Daily Allowance?' (No selected), and 'Do you wish to claim a lower total daily allowance?' (No selected).

1

Do you wish to claim the daily allowance? Select 'Yes' (recommended).

2

Are you a local participant? Select 'Yes' only if you live in the event city.

3

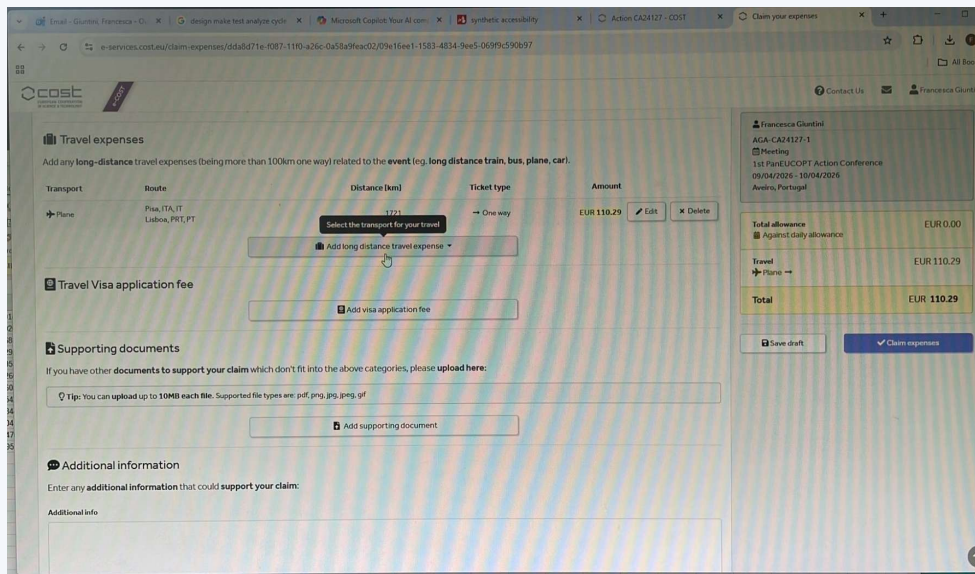
Lower daily allowance? Select 'No' unless you have a special reason.



Daily Allowance covers:

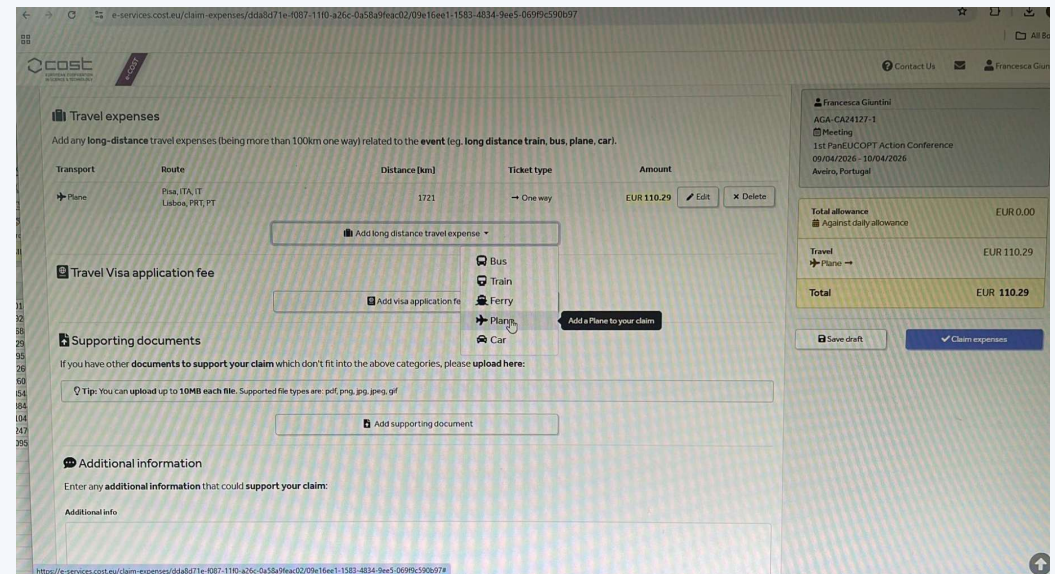
- Accommodation
- Meals & incidental costs
- Short-distance local travel

Step 5 – Add a Long-Distance Travel Expense



The screenshot shows the 'Travel expenses' form. The 'Transport' table has one entry: Plane, Route: Pisa, IT, Lisboa, PRT, PT, Distance (km): 1721, Ticket type: One way, Amount: EUR 110.29. Below the table, there is a button 'Add long distance travel expense' which is highlighted. To the right, a summary box shows 'Total allowance' EUR 0.00, 'Travel' EUR 110.29, and 'Total' EUR 110.29. The 'Supporting documents' section has a tip about file uploads and an 'Add supporting document' button. The 'Additional information' section has a text area for additional info.

Main travel section



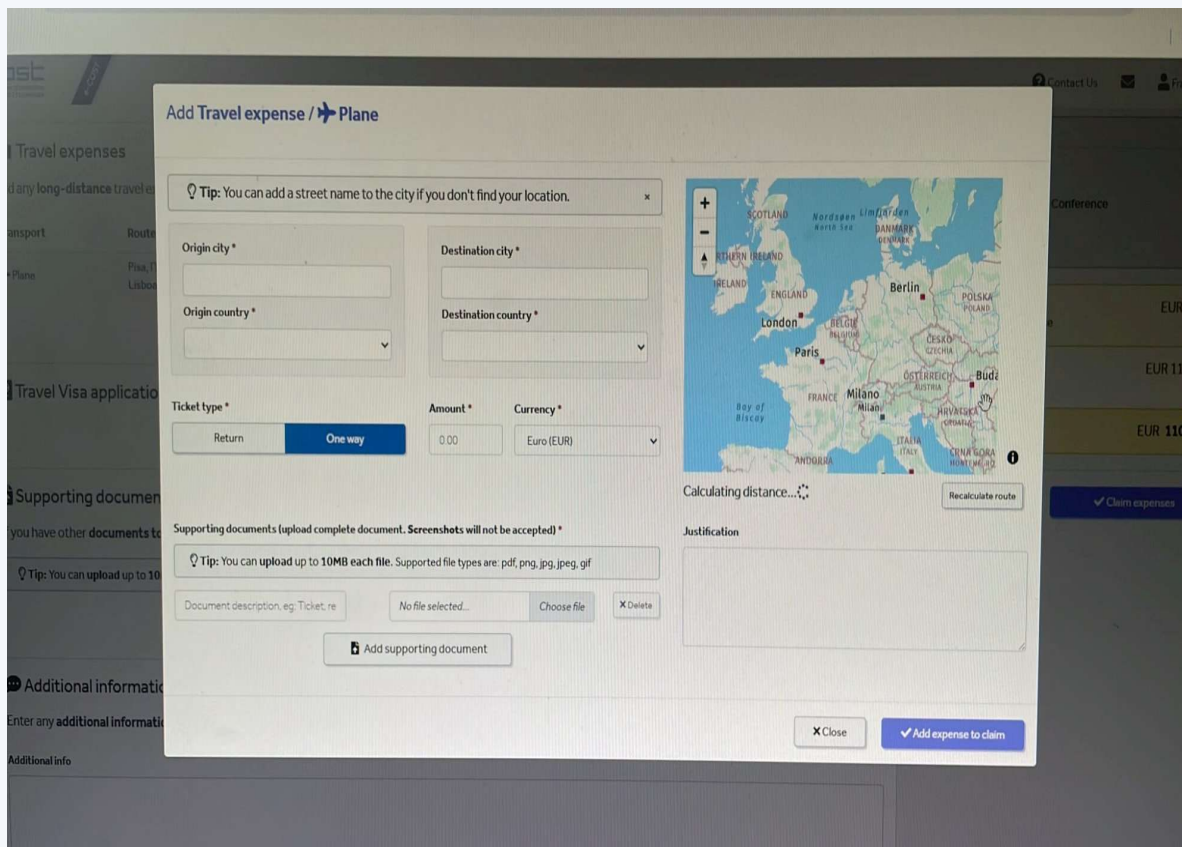
The screenshot shows the 'Travel expenses' form with the 'Add long distance travel expense' dropdown menu open. The menu options are: Bus, Train, Ferry, Plane, and Car. The 'Plane' option is selected. The 'Supporting documents' section has a tip about file uploads and an 'Add supporting document' button. The 'Additional information' section has a text area for additional info.

Transport type dropdown

Only add **long-distance travel (>100 km one way)**. Click 'Add long distance travel expense' and select your transport type: Bus, Train, Ferry, Plane or Car.

Note Short-distance transport is already covered by the daily allowance – do not add it here.

Step 6 – Fill in the Travel Details (e.g. Plane)



The screenshot shows the 'Add Travel expense / Plane' form. It includes fields for 'Origin city', 'Destination city', 'Origin country', and 'Destination country'. There are dropdown menus for 'Ticket type' (Return, One way) and 'Currency' (Euro (EUR)). A 'Amount' field is set to '0.00'. A map on the right shows the route between London and Berlin, with a 'Recalculate route' button. Below the map is a 'Justification' text area. At the bottom, there is a 'Supporting documents' section with a 'Choose file' button and an 'Add supporting document' button. The form also has 'Close' and 'Add expense to claim' buttons.

1

Origin & Destination: Enter city and country for both ends.

2

Ticket type: Choose 'One way' or 'Return'.

3

Amount & Currency: Enter the ticket cost in EUR (or your currency).

4

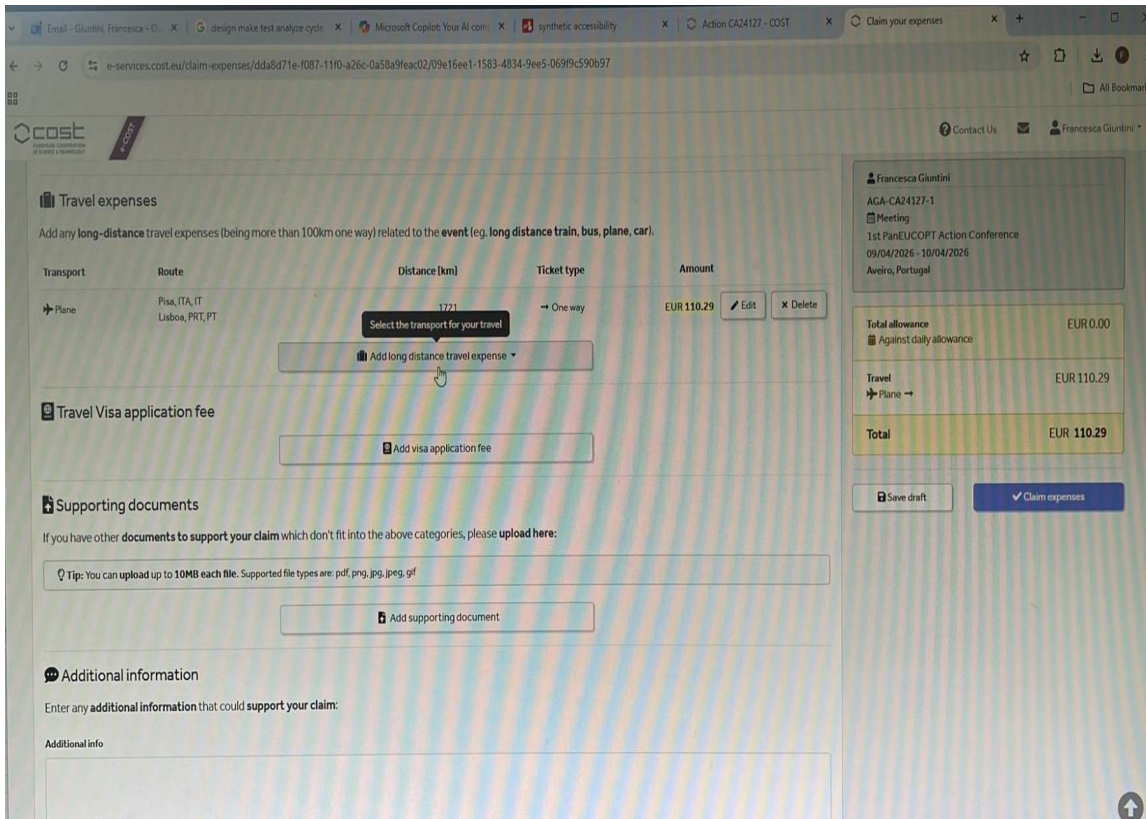
Upload supporting document: Attach your ticket/receipt (PDF, PNG, JPG – max 10 MB). Screenshots are NOT accepted.

5

Click 'Add expense to claim' to save this travel entry.

 **Tip** The map on the right calculates the distance automatically. Use 'Recalculate route' if needed.

Step 7 – Review Your Claim



Travel expenses

Add any **long-distance** travel expenses (being more than 100km one way) related to the **event** (eg. **long distance train, bus, plane, car**).

Transport	Route	Distance [km]	Ticket type	Amount
Plane	Pisa, ITA, IT Lisboa, PRT, PT	1721	One way	EUR 110.29

Travel Visa application fee

Supporting documents

If you have other **documents to support your claim** which don't fit into the above categories, please **upload here**:

Additional information

Enter any **additional information** that could **support your claim**:

Summary Panel (Top-right):

- Total allowance: EUR 0.00
- Against daily allowance: EUR 110.29
- Travel: Plane →
- Total: EUR 110.29

Buttons: Save draft, Claim expenses

1

Review the summary panel (top-right): verify Total Allowance and Travel amounts.

2

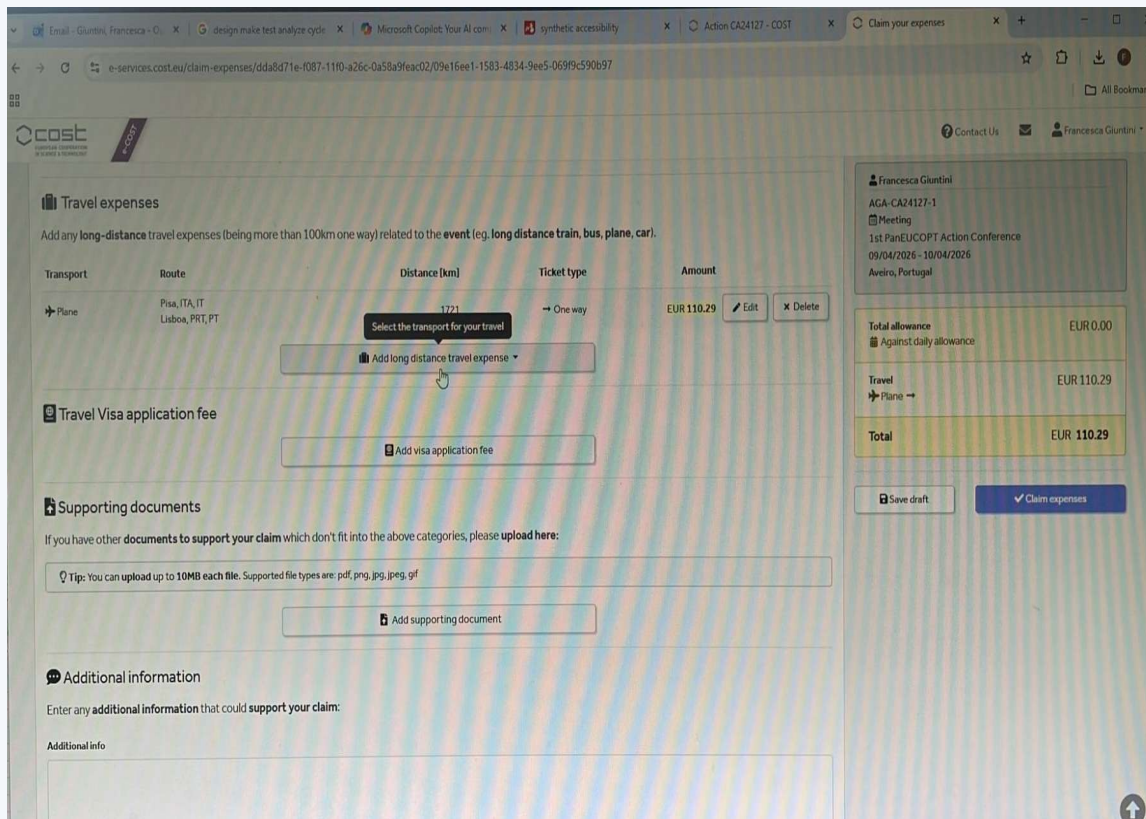
Add any additional information in the 'Additional info' text box if relevant.

3

'Save draft' saves your progress without submitting.

Note This fact can help us to **invite more members** and **keep the budget** within the planned limits '.

Step 8 – AFTER The MEETING - Review & Submit Your Claim



The screenshot shows the e-COST reimbursement claim form. The main section is titled 'Travel expenses' and includes a table for adding long-distance travel expenses. The table has columns for Transport, Route, Distance [km], Ticket type, and Amount. A dropdown menu is open for 'Select the transport for your travel'. Below the table, there are sections for 'Travel Visa application fee' and 'Supporting documents'. On the right side, there is a summary panel for 'Francesca Giuntini' showing the total allowance, travel amount, and total claim amount. The 'Claim expenses' button is highlighted in blue.

Transport	Route	Distance [km]	Ticket type	Amount
Plane	Pisa, ITA, IT Lisboa, PRT, PT	1721	One way	EUR 110.29

Summary Panel:

- Francesca Giuntini
- ACA-CA24127-1
- Meeting
- 1st PanEuCOPT Action Conference
- 09/04/2026 - 10/04/2026
- Aveiro, Portugal

Category	Amount
Total allowance	EUR 0.00
Against daily allowance	
Travel	EUR 110.29
Total	EUR 110.29

Buttons: Save draft, Claim expenses

1

Review the summary panel (top-right): verify Total Allowance and Travel amounts.

2

Add any additional information in the 'Additional info' text box if relevant.

3

'Save draft' saves your progress without submitting.

4

'Claim expenses' finalises and submits your reimbursement request.

Note Once submitted, the claim cannot be edited. Double-check all values before clicking 'Claim expenses'.

Quick Checklist – Before You Submit

1 I attended face-to-face and confirmed it in the participation form

2 I toggled the correct attendance dates in the claim form

3 I selected 'Yes' to claim the daily allowance

4 I added all long-distance travel expenses (>100 km one way)

5 I uploaded a valid supporting document for each travel expense (no screenshots)

6 I entered the correct ticket amount in EUR

7 I reviewed the total in the summary panel on the right

8 I clicked 'Claim expenses' (not just 'Save draft')

Questions?

Contact your Action's Chair or Grant Manager
for support with your claim.

Useful link: e-services.cost.eu



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