HOW TO SUBMIT YOUR

Reimbursement Claim

Step-by-step guide for e-COST participants

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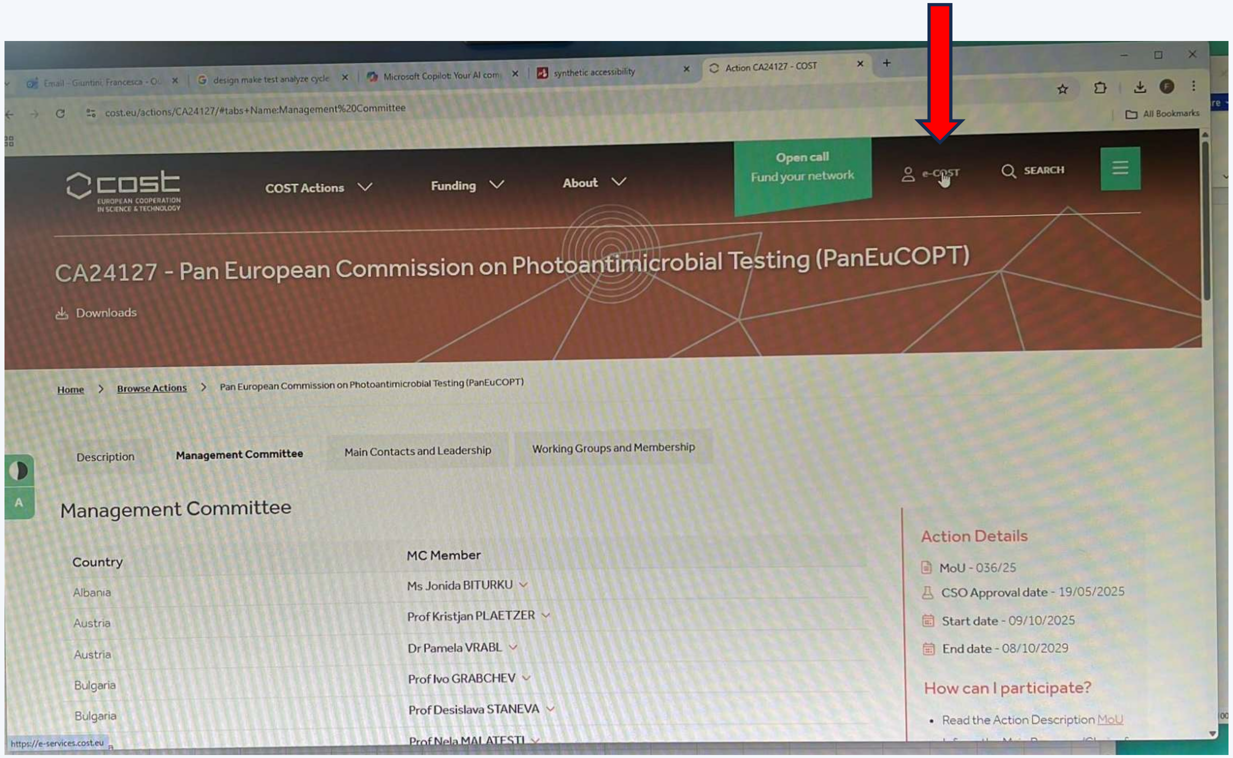
What This Tutorial Covers

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.

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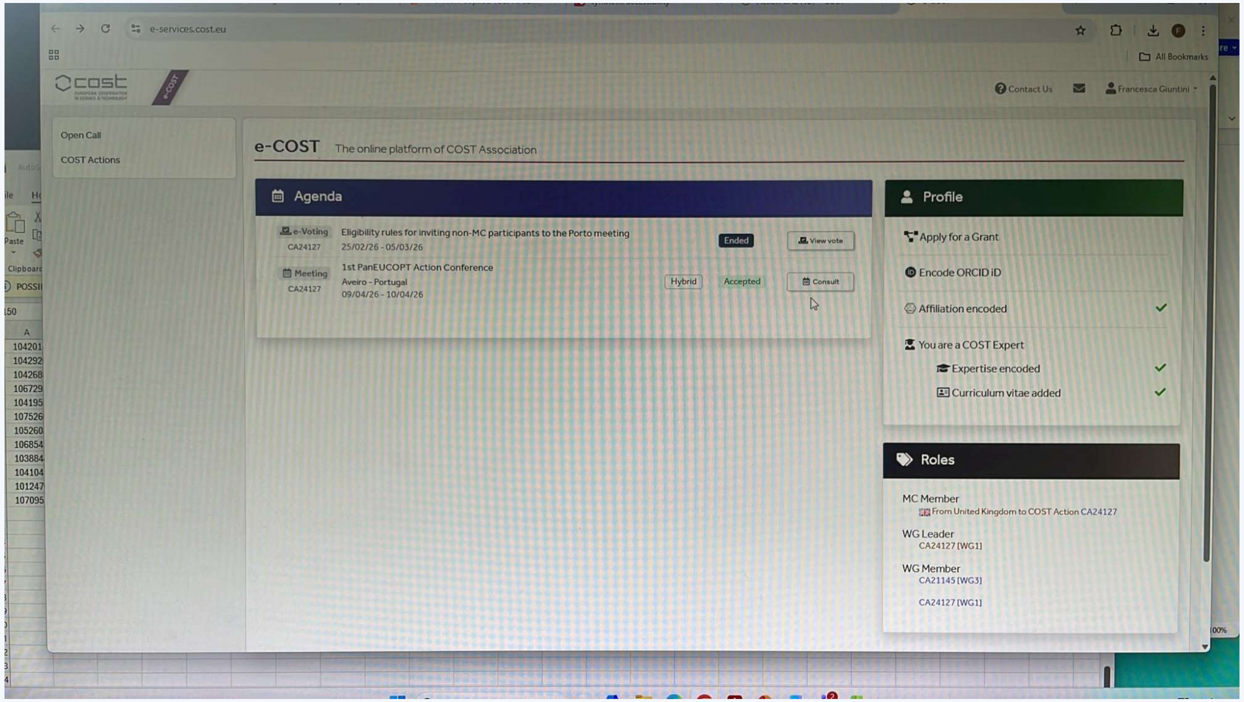
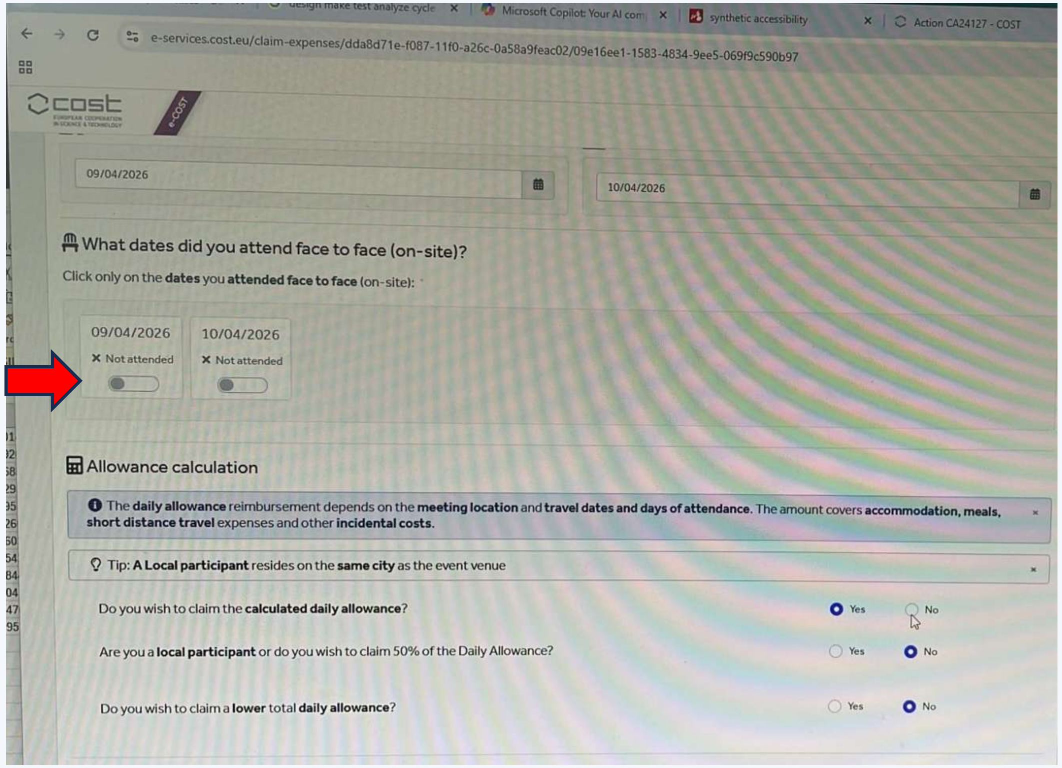
Step 2 – Open Your Reimbursement Claim



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.

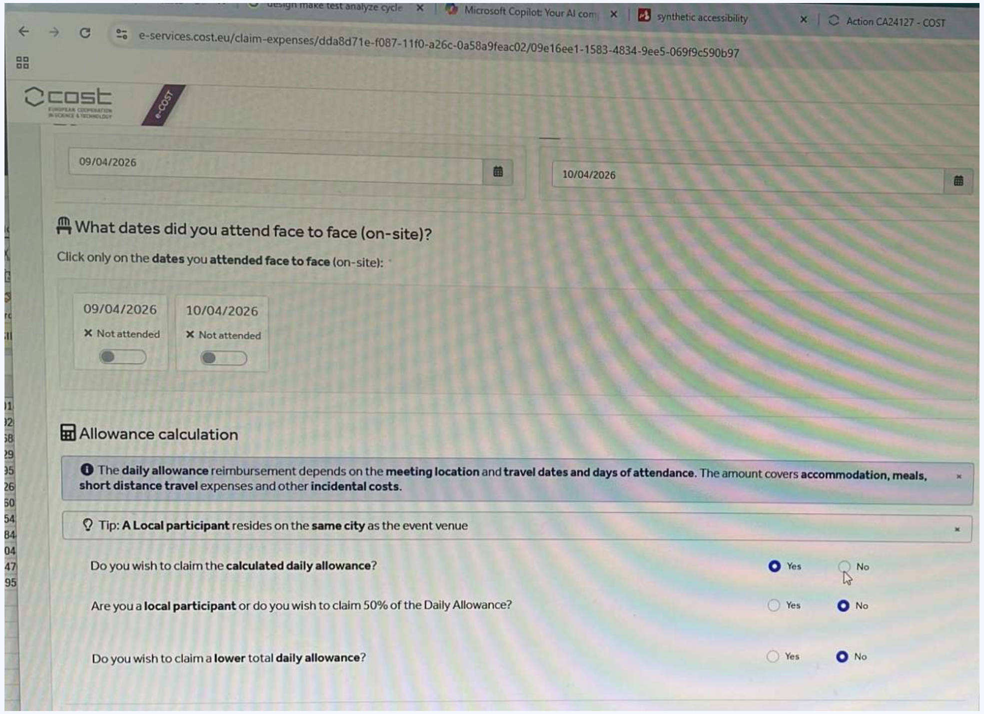
Step 3 – Set Your Attendance Dates



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



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

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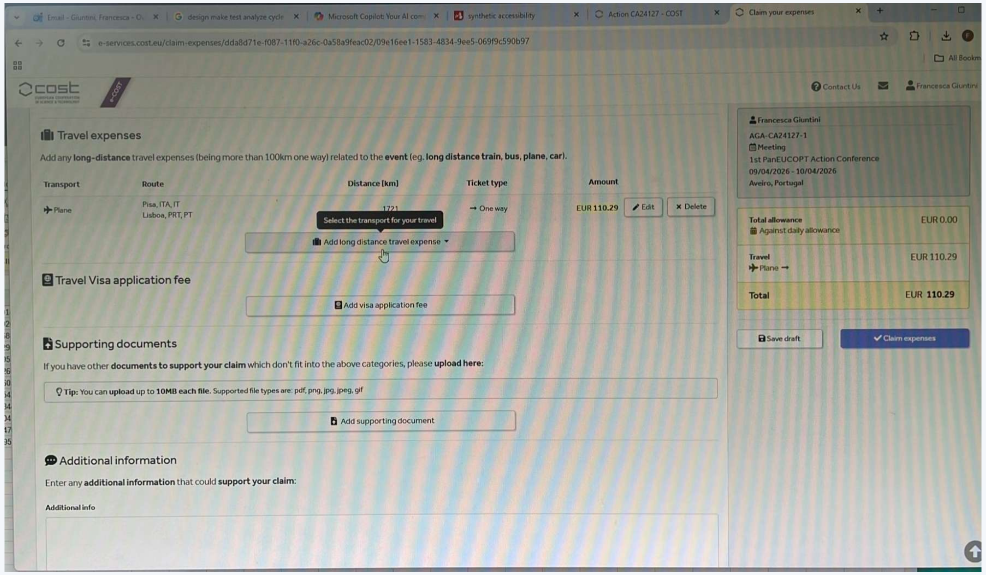
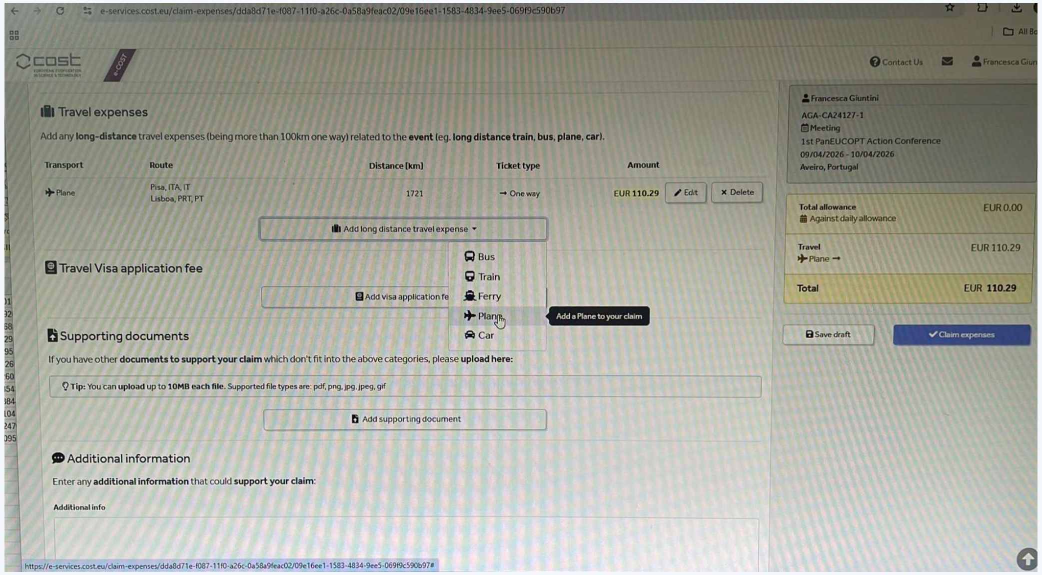
Step 5 – Add a Long-Distance Travel Expense



Main travel section

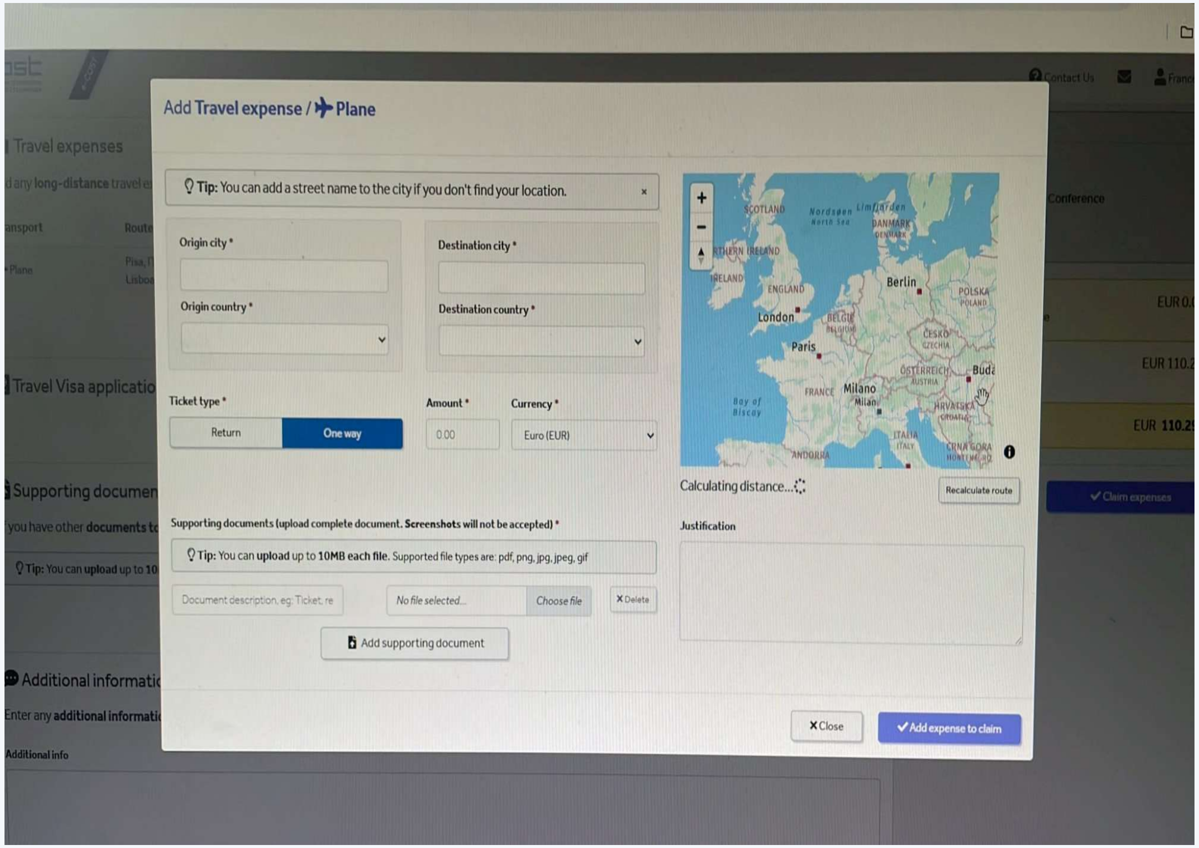


Transport type dropdown

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)



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.

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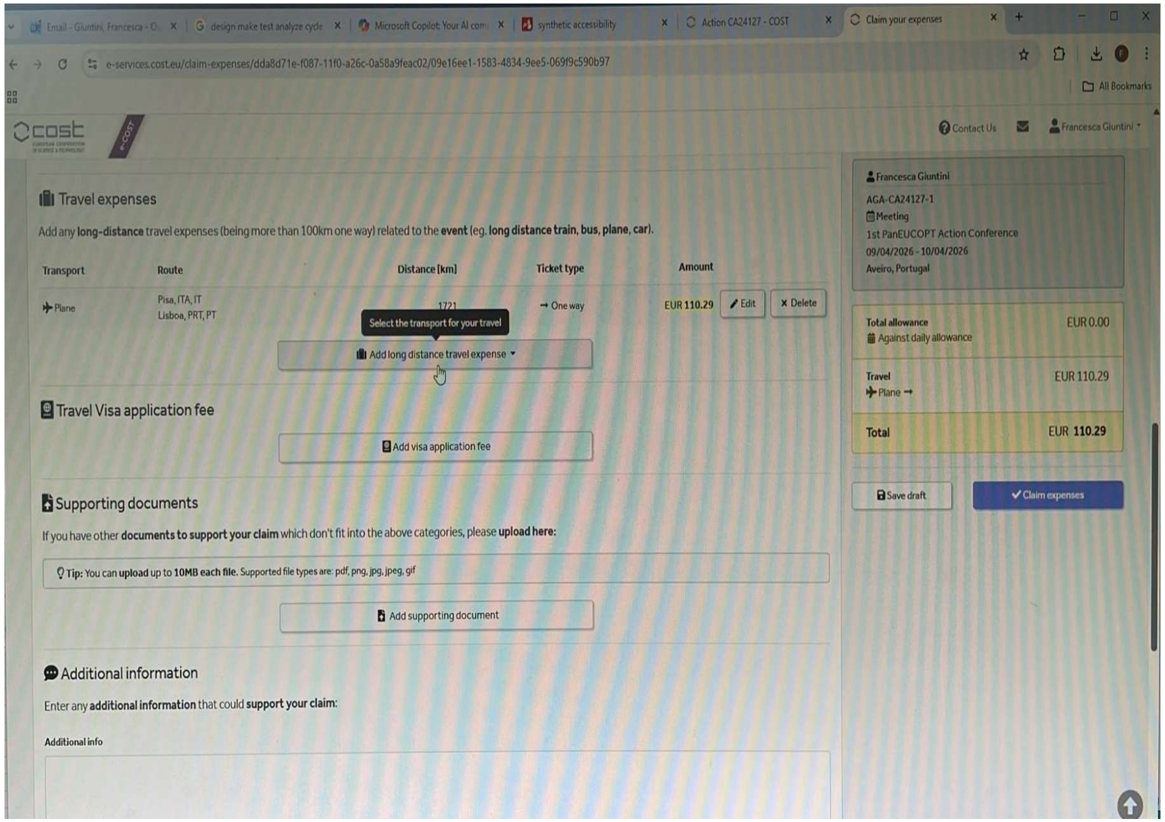
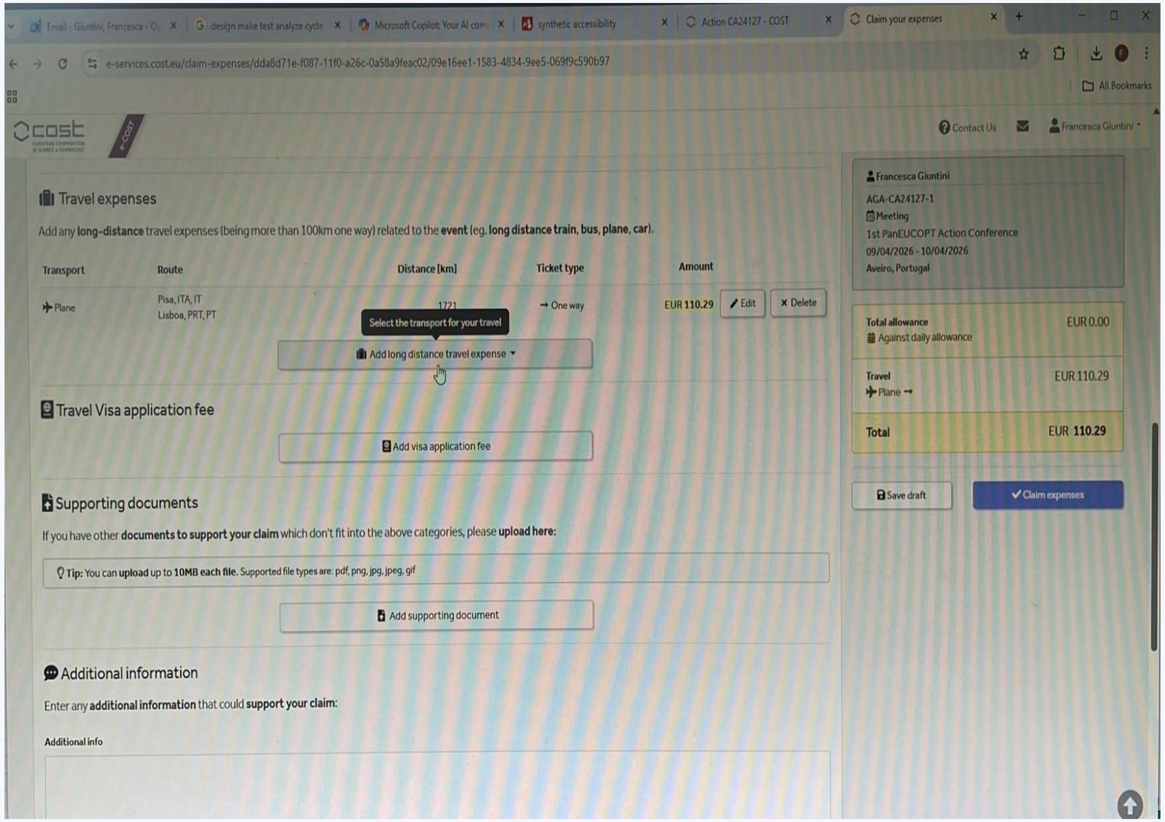
Step 7 – Review Your Claim



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



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'.

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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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