

**Dear Delegate to COST Meeting:**

**I seek your cooperation with regards to the reimbursement form to ease up the reimbursement process. Please check that:**

- You are registered in our database. <http://www.cost.esf.org/registration>.  
This is to enable us to transfer the payment. You must still register (if you haven't) even though your institution is already on our database, so we know exactly which account you wish the transfer is made to, as an institution may have several accounts.
- You sign the attendance list "**daily**".  
Payments will be counted upon the days of attendance.
- The reimbursement form is dated, signed, every box completed. Please write your email address clearly just in case we need to contact you.
- The reimbursement form is handed over along with all the travel proofs **during** the meeting to the meeting Secretary.
- CAR: A print out of proof of distance of the car is attached (printout from websites: Via-Michelin, Maporama, Mappy...)
- Travel receipts (or copies of them) are submitted. It has to have this information:
  - a. your name corresponding with the dates and price of the ticket (for air-travel),
  - b. itinerary or full routing (date, time, and start and return destination),
  - c. travel agency invoice if total price is not indicated in the ticket or the fare is higher than in the ticket because of agency fee,
  - d. printout of e-tickets
- You submit the receipts of the taxi. It is required for **any** amount and please provide additional justification (explanation) if it is above 40 Euro.
- The receipts of the return journey are sent to the corresponding COST Office Administrative Officer, by email or fax to her/his attention, mentioning the COST Action, Meeting place, date and name of participant as soon as you return.

We would like to receive the reimbursement claim forms collectively in order to guarantee early processing and payment. If complete reimbursement form is not submitted within 60 days, it is presumed that no claim for payment or for reimbursement of expenses will be requested.

Thank you for your kind collaboration and we wish you a successful meeting. For more enquiries contact the Administrative Officer. The contact detail is on the Reimbursement Form.