

COMFA Annual Meeting 2022

Quick user guide for the procedure of reimbursement

We would be grateful if you could let us know if you are aiming to attend or join online via our registration form https://imperial.eu.qualtrics.com/jfe/form/SV_0c5D0dVzc0pnlPw. This is very important for the organisers to make all necessary preparations for the meeting and will help us to better estimate the total costs of the entire event.

Description and dates

COMFA Annual Meeting, 10th – 12th October 2022 in Porto, Portugal

Venue

Faculdade de Farmácia (Faculty of Pharmacy), Universidade do Porto.
Rua de Jorge Viterbo Ferreira, 228. 4050-313 Porto, Portugal
<https://goo.gl/maps/BXo2GK5ddxETuqHr7>

Requirements:

- **Have an e-COST profile** at <https://e-services.cost.eu/> including bank details
- You have to be affiliated with a legal entity (please refer to the COST annotated rules: <https://www.cost.eu/uploads/2022/02/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-2022-02-15.pdf>); your patient organisation most probably qualifies as legal entity
- you've got an invitation to the meeting and have accepted it within 2 weeks from receiving it
- you've got the confirmation for reimbursement
- you've signed the attendance list each attended day of the meeting and/or you're logged on the attendance log with your name and country

Please also register and reply to the e-COST invitation even if you are only participating remotely. This is important for the entire budget of the organisers, thank you!

Extended Information about the reimbursement rules can be found in the ANNEX 1 of the [annotated rules](#). Hereafter the most important information from there.

Process of reimbursement:

Submit via e-COST a completed Online Travel Reimbursement Request (OTRR) as soon as possible and not later than 15 calendar days after the end of the meeting. Upload legible copies of all invoices / receipts and relevant supporting documents onto e-COST. (Please find information below on what invoices and/or receipts are necessary.)

The account details can be from a private person or the sending institution. However, only ONE bank account must be used, it is impossible to reimburse the plane ticket to one account and the daily allowance to another account. The bank account is either confirmed or replaced for each meeting, so the account details may be different for each event.

Please choose the most economical means of transportation.

Please avoid double funding. You shall declare via e-COST when submitting your Online Travel Reimbursement Request (OTRR) that you will not receive a reimbursement or any allowance from a third party to support your attendance at the event.

What can be reimbursed?

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Short distance travel, meals and accommodation

The reimbursement of incurred expenses for accommodation, meals, and short distance travel (defined as less or equal to 100 km one way) is paid as one lump-sum amount known as daily allowance. No invoices for accommodation, meals, and short distance travel are therefore required for COST.

The lump-sum for our meeting will be 195 EUR/day.

The actual daily allowance is calculated against the actual number of days of attendance to the approved activity as well as your travel start- and end dates and hours (see table below). You may arrive on the day before the activity commences and/or leave one day after the activities finish. The DA is then calculated accordingly. Please, provide travel-supporting documents attesting your travel dates so that the daily allowance can be correctly calculated.

Travel start date	
travel starts before 11:59	Full DA rate
travel starts between 12:00 and 18:59	90% of DA rate
travel starts after 19:00	80% of DA rate
Travel end date	
travel ends before 11:59	20% of DA rate
travel ends between 12:00 and 18:59	30% of DA rate
travel ends after 19:00	40% of DA rate
Event days	
Each event day attended by the participant	Full DA rate

When you share the same accommodation with another eligible participant, whilst you both are allowed to claim the daily allowance, you are invited to consider claiming the daily allowance of only one of you.

When your primary affiliation is in the city of the event, you are requested to claim only the part of the daily allowance intended to cover the short-distance transport expenses (10 EUR / day). This option can be selected when completing the OTRR claim in e-COST.

Long distance travel

Long-distance travel is any travel equal to or above 101 km one way from your legal entity of affiliation to the meeting venue or from the meeting venue to the legal entity of affiliation. Long-distance travel may be by train, ferry, bus, plane, or car. The incurred long-distance travel expenses are reimbursed on face-value (including VAT), up to a **maximum of EUR 1,500** cancellation insurance included, for the roundtrip.

To see your long-distance travel expenses being reimbursed you shall attach supporting documents, which shall clearly detail:

- The name of the service provider;
- The mode of transport taken;
- The full price paid for the ticket;
- The name of the passenger if applicable;
- The travel dates, departure and arrival times (an invoice only showing the amount will not suffice).

Failure to provide the required supporting documents with the information mentioned above may lead to the rejection of the claim.

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We highly recommend to contract a travel cancellation insurance for all your long-distance travel. Cancellation insurance is an eligible expense included in the long-distance travel expenses.

Travel to or from the meeting with interruptions or detours is permitted, but reimbursement will only be made for the direct flight or the direct journey. A comparative offer for direct transport to or from the meeting must be submitted via e-COST.

Specific conditions for Car travel expenses:

- Car travel is limited to a maximum distance of 2,000 km for the entire journey;
- Car travel shall be reimbursed at EUR 0.35 per km;
- If multiple participants travel together, only one person may claim the reimbursement of the number of km. Other eligible participants travelling in the same car are not eligible for the reimbursement of the car km.

Visa expenses

You may claim visa expenses required to travel to the meeting venue as follows:

- Costs directly related to visa processing fees relevant to attending this approved COST events
- Attach supporting documents which shall include:
 - Receipt / stamp from the embassy / consulate issuing the visa;
 - Amount paid for the visa and possible administrative costs.

Non eligible travel expenses

The following expenses may never be claimed as travel expenses:

- Any expenses claimed on top of the daily allowance or long-distance travel such as: taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel, additional accommodation or meals;
- Conference / registration fees;
- Lecture fees and honoraria;
- SMS costs, photograph cost or photocopies, postage expenses or service fees associated with obtaining visas;
- Life and medical insurance;
- Expenses related to addressing / treating health issues;
- Luggage insurance;
- Carbon offset fees.
- Fees, charges, and/or penalties linked to a participant changing or having to rebook travel tickets;
- Wi-Fi, telephone, internet, laundry and mini-bar consumption expenses;
- Printing and postage expenses;
- Regional and / or national taxation fees; stamp duty expenses;
- Bank charges / fees on reimbursement made by the Grant Holder.

Payment modalities

All payments made to eligible participants are in Euro at an exchange rate automatically calculated by e-COST, which uses the conversion rate applicable at the end date of the Action event in question.

Please make sure to comply with the rules of your institution and your country (e.g. tax regulations) upon making the claim.