

Encoding your OTRR in e-COST

Applies to participants eligible for reimbursement for Training School AND Workshop.

Insert the Subtitle of the presentation

This presentation is based upon work from COST Action POLYTOPO-CA23134, supported by COST (European Cooperation in Science and Technology).

COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our Actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation.

Participants eligible for reimbursement for Training School AND Workshop



- Participants are expected to:
 - Claim reimbursement of travel expenses via **one** single Online Travel Reimbursement Request (OTRR), preferably the one of the Workshop
 - The supporting travel documents must be uploaded under the Training school AND the Workshop
 - Claim reimbursement of daily allowance via the respective OTRRs for each of the events.

Risk of DA exceeding 100%



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How to encode travel dates and hours

➤ Training School

➤ When did you ARRIVE back home?

The answer will be 13 May at 11:00
The daily allowance will be calculated as 20% * DA rate.

➤ Workshop

➤ When did you LEAVE home?

The answer will be 13 April at 20:00
The daily allowance will be calculated as 80% * DA rate.

Travel to the event:	
- travel starts before 11:59	Full allowance
- travel starts between 12:00 and 18:59	90% of Daily Allowance
- travel starts after 19:00	80% of Daily Allowance
Event days when participant does not travel:	
Each event day attended by the participant	Full DA rate
Travel from the event:	
- travel end before 11:59	20% of Daily Allowance
- travel ends between 12:00 and 18:59	30% of Daily Allowance
- travel ends after 19:00	40% of Daily Allowance
Arrival and departure on the same day of the event:	
For participants arriving and departing on the same day to the event, the calculation of their daily allowance depends on their travel time.	Between 20% and 40% of DA rate