



MAASTRICHT

TEAR Precision First Annual Meeting

Maastricht (Netherlands)

26–28 March 2026

As with all COST Action events, the expenses for attending the event will be reimbursed to eligible participants after the event has finished.

Please note that reimbursement claims must be made via the eCOST system within 15 calendar days of the event finishing. The claim link can be found in the eCOST invitation email. Most importantly, **reimbursement is subject to the participant signing the attendance register for every day of participation.**

Reimbursement is divided into 3 portions:

Daily Allowance

Long Distance Travel

Other Expenses

1) Daily Allowance

Many incurred expenses are reimbursed as one item, known as Daily Allowance (DA). **No invoices for accommodation, meals and short distance travel (see below) are required.**

The DA rate is determined based on the country where the event takes place.

The DA for this event will be **217€**.

The DA is calculated against the actual number of days the participant attends the approved activity plus 2, permitting, if applicable, the participant to arrive on the day before the activity commences and leave one day after the activities finish. Please note:

- 100% of the daily allowance is granted for each attended day of the event, AND for the travel day **to** the event.
- 40% of the daily allowance is granted for the day of departure **from** the event.

[What expenses are included in the Daily Allowance?](#)

- 1) Accommodation
- 2) Meals
- 3) Short distance travel (all travel up to 100km one way). This also covers taxi fares, which cannot be claimed separately.

2) Long-Distance Travel (all travel above 101km one way)

For these expenses, receipts/invoices must be provided and the stated amount (up to €1,500 total) will be reimbursed.

Participants must upload into their eCOST reimbursement claim documentation that covers the following information

- 1) The name of the service provider;
- 2) The amount paid for the ticket;
- 3) In the case of travel by plane, the passenger(s)' name and the e-ticket and/or booking number references which can be linked to the claimed amount;
- 4) The travel itinerary including the departure and arrival dates and cities;
- 5) The type of extra charges claimed such as seat reservation, extra leg room, exit row seat, fast lane, priority boarding, sms priority boarding fees, luggage associated expenses, sustainable fuel surcharge and the associated amount paid for, if applicable;
- 6) Travel documents attesting the travel hours.

Important: For flights, please conserve and upload the flight confirmation email as this will normally hold all of the required information in one place. An invoice showing only the amount will not be accepted.

A complete copy of the travel booking or ticket is required. **Screenshots, partial documents or edited files will not accepted.**

Please note that stopovers of 24 hours or more at a connecting locations are not eligible for reimbursement. Portions of similar journeys will not be reimbursed.

Cancellation insurance (NOT Travel or Health insurance) is an eligible expense included in the long-distance travel expenses.

Travel by car

Long distance Car travel (equal to or above 101 km one way) is limited to a maximum distance of 1000 km for the entire journey.

Car travel shall be reimbursed at EUR 0.35 per km and participants must provide a parking ticket/receipt as proof of car journey (SMS screenshots are accepted in this case). The ticket(s) provided do not need to cover the entire event.

If parking is free (for example at hotel) an invoice or written declaration from the parking provider explicitly confirming parking usage by the participant, including the specific dates of use, may be submitted as an alternative.

When multiple eligible participants travel together in the same vehicle, only one designated individual may claim the reimbursement for the kilometres travelled

3) Other Expenses

Visa expenses

Participants may claim a contribution towards the required visa costs to travel to the meeting venue as follows:

Travel visa processing fees or exit visa fees relevant to attending approved COST event(s);

Please upload supporting documents:

- Receipt / stamp from the embassy / consulate issuing the visa;
- Amount paid for the visa fee.

4) General Considerations

Important: Reimbursements can only be made to your personal bank account, bearing your name.

Payments for reimbursements cannot be made to institutional bank accounts. So please book your own travel/accommodation rather than asking your institution to do so for you.

This document is just intended to provide a summary of the new system. The COST Association has also provided a graphic summary that can be found attached. Full details, can be found in the COST annotated rules (pp 82-90 - attached). I strongly recommend that you read this as there are some very important points to remember.

As always, if you have any questions or doubts, please get in touch before organising your journey.

All the best,

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