



7th WG Meeting
COST ACTION FA 1403 POSITIVE
Dubrovnik, Croatia, 06 – 07th of March, 2018



Flat rates: accommodation: 120€/night - lunch: 20€/meal
the cost for flight must not exceed 1200€

1 – E-COST Tool: (see OTRR)

You will receive or already received an official invitation e-mail from noreply@cost.eu.

If you don't receive this email, please email Vanessa Boissery: vanessa.boissery@inra.fr

The mail contains **link to accept or decline** the invitation. If you accept the invitation you have also to tick the box to indicate if you will submit a claim.

Note, that you have **10 days to accept or decline** the invitations using the link present in the email. After this deadline, any invitation not accepted will be cancelled by the Grant Holder and other partners invited in place.

2 – How to be refunded by INRA (Grant Holder):

• BEFORE the meeting (only if not already done before):

- ✓ Fill in the form 'PEPS' attached and return it as soon as possible
- ✓ If reimbursement on your personal bank account: indicate personal bank details (BIC/SWIFT & IBAN) name and address of your bank
- ✓ If reimbursement will be done on your institute bank account, additional informations are required depending of your country:
 - For French institutes: Bank details + Kbis extract,
 - For EU institutes: Bank details + Intra-Community VAT identification number
 - For other country: BIC/SWIFT & IBAN, name and address of the bank

• AFTER the meeting: on E-COST fill out your expenses, upload your receipts, submit and print the TRR. For recall the required receipts are:

- ✓ Flights / train tickets: e-tickets, boarding pass with time, date of travel, name of the passenger – travel agency invoice are not eligible without receipts.
- ✓ Car: provide the roadmap and kilometres of the travel (extract from websites such as mappy...)
- ✓ Public local transport: tickets reimbursed at real cost (provide original receipts with clear indication of the price)
- ✓ Hotel: accommodation invoice
- ✓ Taxi will be refunded only where no public transport is available, or for early departure (between 0:00 am to 7:00 am) or late arrivals (after 10:00 pm): reimbursement up to 80€. Taxi receipt will be required.

If reimbursement is on PERSONAL bank account, send the hard copies of the receipts of your travel with your TRR form signed to:

Vanessa Boissery / INRA – EPIA
Centre Recherche INRA Auvergne-Rhône-Alpes
63122 St Genès Champanelle – FRANCE

If reimbursement is on your INSTITUTE bank account, send the hard copies of your TRR form signed to Vanessa Boissery who will:

- 1 -** Check the eligibility regarding the cost rules of the receipts you uploaded on e-cost,
- 2 –** Ask you to provide the invoice of your institute accordingly to comment on point 1, the invoice must mention your name, the object and date of the travel with the following items:
 - Travel costs / Accommodation / Meals

The deadline to send your receipts or invoice is the 22th of March 2018