

TRAVEL REIMBURSEMENT RULES (only valid for COST project ReNeW-PV members)

What is reimbursed when you participate to a COST event- 4th ReNewPV + 16th Kesterite Conference 2026 in Tallinn

1. Daily allowance

Rate per day is based on country location. Daily allowance amount for Estonia is 197 EUR.

- Covers accommodation, meals, short distance travel and other incidental costs
- Calculation based on number of attended days, and travel to and from the event location
- Local participants can claim 50%

2. Long distance travel

Journeys above 101 km (one way) for the purpose of attending a COST event.

- Using plane, train, bus, ferry and/or car
 - Reimbursement from departure point to event venue and to final destination
 - Deviation from travel for personal or professional reasons is not reimbursed
 - Layovers should **not exceed 24 hours**, with travel documents attesting travel hours
 - Maximum claim of **EUR 500** (including travel cancellation insurance and carbon offset fees)
 - All supporting documents to be uploaded to e-COST (**no screenshots**), shall detail the following:
 - name of service provider
 - full price paid
 - in the case of travel by plane, passenger(s) name, e-ticket and/or booking references
 - complete travel itinerary: including departure and arrival dates and cities
 - other type of extra charges such as seat reservations, extra leg room, priority boarding, luggage fees, etc.
- Use of Car (Long distance travel by car)
 - Limited to 1000 km in total
 - Reimbursed at EUR 0.35 per kilometer
 - Upload to e-COST parking receipts or screenshot of message confirmation, clearly showing the dates
 - Free parking must be justified with an accommodation invoice or attestation from parking provider

3. Other eligible expenses: Visa Expenses

- Visa processing or exit fees related to attending COST events
- All supporting documents should be uploaded to e-COST such as receipt/stamp from embassy/consulate, and amount paid for the visa

Non-eligible expenses. The following expenses will never be reimbursed.

- Taxi, parking, tolls, fuel, car rental, extra nights or meals
- Lecture, Conference fees or honoraria
- Rebooking fees
- Luggage, car, life and medical insurance
- Third party service fees for processing visa, sms, printing or postage fees
- Wi-Fi, telephone, laundry, internet, mini bar consumption
- Bank charges, exchange or commission fees

IMPORTANT

- You will be able to submit your reimbursement claim only after the event.
- **During the event, please sign the Attendance List.**
- The deadline to submit your reimbursement claim online is **15 days after the event** via your invitation link.
- Please ensure that you register in e-COST the same e-mail address as in your invitation and that your bank details are up to date.
- When you attend COST activities (ex. events or/and grants) that occur in the same period, please make sure that expenses are claimed only once, either from a single funding source or shared among available funding sources.
- Following national and/or institutional regulations, you may be requested to provide original supporting documents.