

DO	DON'T
<p>Submit supporting documents no later than 15 calendar days after the end of the event.</p>	<p>Don't submit boarding pass; electronic tickets or booking confirmation are your friends. Make sure they include your itinerary, travel dates, your full name, the company name, and the price—no cryptic hieroglyphs, please.</p>
<p>If you book through an intermediary, make sure the invoice shows your ticket references, the ticket costs, and the service fee.</p>	<p>Don't provide invoices showing only a total amount; COST has accountants not mind readers—please tell us the ticket costs and what the travel agency actually did for you.</p>
<p>Upload the supporting documents related to your long-distance travel of more than 100 km</p>	<p>Don't send accommodation, meal and short distance travel (< 101km) invoices – except if it justifies your left home/back home time or if you are a local participant without long distance travels.</p>
<p>Book your travel with cancellation insurance (strongly recommended) and ensure that its price is clearly stated on the tickets, as this is the only insurance reimbursed by COST.</p>	<p>Don't change your tickets for personal convenience unless you have a justified reason—, otherwise that “oops-I-changed-my-mind” moment comes out of your own pocket.</p>
<p>When traveling by car and staying in a hotel that offers free parking, please provide a certificate from the booked hotel indicating your arrival and departure dates.</p>	<p>Don't drive your car for trips exceeding 1,000 km round trip—your car deserves a break too. According to COST rules, car travel is only allowed for a maximum of 1,000 km from your point of departure to the event and back.</p>
<p>Submit supporting documents containing:</p> <ul style="list-style-type: none"> ● the name of the service provider ● the full price paid for the ticket ● the name of the passenger ● the travel dates, departure and arrival times <p>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, and the associated amount paid for, if applicable.</p>	<p>Don't claim reimbursement for:</p> <ul style="list-style-type: none"> ● Taxi, parking, tolls, fuel, carbon tax, 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 ● Wifi, telephone, laundry, internet, mini bar consumption <p>Bank charges, exchange or commission fees</p>
<p>For car travel, provide a parking receipt clearly detailing the parking date(s) and the name/logo of the service provider.</p> <ul style="list-style-type: none"> ● If parking is paid by sms, a print screen of the sms shall be uploaded in e-COST. 	<ul style="list-style-type: none"> ● Don't claim travel reimbursement if you travel by car with someone who already claimed the travel reimbursement-<i>sharing is caring</i>, but COST only pays once.