

## **UV4GROWTH REIMBURSEMENT REQUIREMENTS** (COST Action FA0906)

**NEW: Reimbursement forms have to be received by us (mail address below) within 30 days after the meeting end date.**

The requirements below integrate guidelines from both COST and the Grant Holder UCC, please follow carefully.

Please include **all** relevant documentation before sending to Dr. Marcel Jansen at the address below as soon as possible after the meeting. Send ORIGINALS, keep a copy for yourself.

**\* SIGN THE REGISTER AT THE MEETING FOR EVERY DAY PRESENT!!**

Send us the following:

- COST Travel Reimbursement Form (**ORIGINAL**, DATED & SIGNED in blue pen)  
Please note: No meals will be reimbursed (MC decision)
- Travel by plane:
  - **ORIGINAL** Plane ticket (and the related invoice/receipt if the price is not indicated on the ticket) mentioning the name of the passenger, the price, payment, dates of travel, departure and arrival times and the booking class
  - **ORIGINAL** Boarding cards
- **ORIGINAL** Car parking ticket (but VAT cannot be reimbursed)
- **ORIGINAL** Train, coach, tram and/or bus tickets (showing price, please note we DO need tickets for ANY claimed local transport, even under €25)
- **ORIGINAL** Taxi receipts (only allowed if before 7am, after 10pm, or with specific justification). If sharing with other delegates, please write this in the justification.
- Car: Proof of distance showing place of departure and destination (e.g. printout from Google Maps or similar). Please enter the names of any eligible passengers on the form if applicable.
- **ORIGINAL** Receipts for other relevant travel costs

In case of queries concerning the reimbursement, please contact Sandra or Marcel at [UVforgrowth@gmail.com](mailto:UVforgrowth@gmail.com) as soon as possible, so issues can be dealt with quickly.

Please send forms and receipts as early as possible to:

Dr. Marcel A.K. Jansen,  
School of Biological, Earth and Environmental Sciences,  
Enterprise Centre, Distillery Field,  
University College Cork,  
Cork,  
Ireland