



COST Reimbursement claim procedure

2nd VBSCAN Annual Meeting Thessaloniki 19-21/06/2018

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As soon as possible

Send to VBSCAN.secretariat@unimib.it



1) the passport/Identity card scanned

2) the document (attached to the instructions):

- If you are paying taxes in Italy : **Scheda informativa del collaboratore esterno**
- If you are not paying taxes in Italy: **Non resident consultant- personal information**

Claim for Reimbursement



- Read carefully the document **Meeting Reimbursement Instruction:**

[https://www.dropbox.com/s/4zfyqis34k6ookr/VBSCan_meeting_instructions.pdf?dl=0.](https://www.dropbox.com/s/4zfyqis34k6ookr/VBSCan_meeting_instructions.pdf?dl=0)



	Participants paying taxes in Italy	Participants not paying taxes in Italy
IT	<p>case A: provide a hotel bill for the entire duration of your stay, as well as a receipt per meal and for transport. Transport's receipts are necessary also for the reimbursement itself as required by COST programme.</p>	<p>case A: provide a hotel bill for the entire duration of your stay, as well as a receipt per meal and for transport. Transport's receipts are necessary also for the reimbursement itself as required by COST programme.</p>
not IT		<p>case B: receipts are not necessary for hotel and meals (although we advise you to get a receipt whenever possible), while you will have to provide all the receipts for transport. The only exception is local transport: if you claim up to 25€ we do not need any receipts for it.</p>



expense	case A	case B
Hotel	Receipt hard copy	Not mandatory
Meals	Receipt hard copy	Not mandatory
Flight	All the boarding passes as well as a receipt for the plane ticket showing the itinerary together with your name, plus all tickets in hard copy (<u>original</u>) (unless they are electronic).	All the boarding passes as well as a receipt for the plane ticket showing the itinerary together with your name + all tickets in hard copy (<u>original</u>) (unless they are electronic).
Train	A document showing the amount paid and the itinerary along with your name. For electronic tickets it will be sufficient to send them via email or through the eCOST interface. Otherwise, the hard copy is needed.	A document showing the amount paid and the itinerary along with your name. For electronic tickets it will be sufficient to send them via email or through the eCOST interface. Otherwise, the hard copy is needed.
Bus	Ticket hard copy	Ticket hard copy
Taxi	Taxi receipt hard copy	Taxi receipt hard copy



Remember to:

- **Upload** all receipts **on e-cost** platform when you file your claim.
(Also upload passport and form for Italian / non Italian citizens if you have not sent them via e-mail)
- **Send via ordinary mail** all receipts according to page 4 in **original** (unless they are electronic) to:

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