

EXAMPLE: Annual Meeting in Croatia, September 2017

Login via the link you have received from noreply@cost.eu on 30th of September.
Subject contains: COST Action [CA15138]

Login with your Username and password and you will get to the following screen:

Invitation to COST Associaton Event

Prof Ivan Dikic

Meeting Details

Meeting ID	ECOST-MEETING-CA15138-250917-084650
Title	2nd EMBO CONFERENCE SERIES 'Autophagy - from molecular principles to human diseases' + 3rd MC Meeting
Start Date	2017/09/25
End Date	2017/09/29
Location	Hotel Croatia Cavtat Frankopanska 10 20210, Cavtat-Dubrovnik, Croatia

Step 1/5 Invitation : **Accepted**

Step 2/5 Reimbursement : **Yes**

If you decided to NOT submit a claim, please click the 'No' button above.

To be able to electronically sign documents, your browser needs to be activated for strong authentication. This is a one time operation for every browser used. If later on you use a different browser, you will be prompted to activate that browser before it can be used to sign documents electronically.

Please click the button below to proceed. You will receive an e-mail containing an activation code which you will be prompted to enter in the next screen.

Note: Additional information of the Strong Authentication is available here.

Click “Proceed with the activation”
You will receive a mail with a 5 digit code

Strong Authentication

Browser Activation for Strong Authentication – Step 1/2

A message containing an activation code has been sent to your ivan.dikic@biochem2.de mailbox. Please enter the activation code in the field below. Then click "Activate Browser" to proceed.

Please note that the message containing the activation code might take some time to arrive in your mailbox. You may also check your SPAM folder in case the message was inadvertently placed there.

If you did not receive the activation message in your mailbox and you have checked your spam folder,

to receive a new activation code.

If you encounter any other problems, please contact the e-COST help desk for assistance.

Enter 5 digit code and click “Activate Browse”

Strong Authentication

Browser Activation for Strong Authentication – Step 2/2


In case you encounter a "profile already exists" issue, please type a different name in the User profile field below. This may occur if your browser had been activated with a previous version of this module.

Activate COST Strong Authentication service

Site:

User profile *:

E.g.: your e-COST username

 Helium by inWebo © 2017

Type in your username as user profile
Click "Activate COST Strong Authentication"

Step 1/5 Invitation : Accepted

Step 2/5 Reimbursement : Yes

If you decided to NOT submit a claim, please click the 'No' button above.

The next steps are to be completed after the event has finished.

Step 3/5 Travel information and expenses

Please carefully read the Travel Reimbursement Request (TRR) Rules before you encode your expenses.

Travel dates (Door to Door)

Travel Start Date: Time:

Travel End Date: Time:

Meeting Attendance

Please indicate by clicking on the check box below which days you attended the COST event as confirmed by you signing the attendance list.

25 Sep 17	26 Sep 17	27 Sep 17	28 Sep 17	29 Sep 17
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Choose your travel dates and times according to your flight ticket.
Check all 5 boxes to confirm meeting attendance on all days.

Accommodation expenses i	
Number of nights	<input type="text" value="3"/>
Applicable rate per night	EUR 120.00
Reimbursable amount	EUR 360.00
Justification	
Meals expenses i	
Number of meals	<input type="text" value="3"/>
Applicable rate per meal	EUR 20.00
Reimbursable amount	EUR 60.00
Justification	
Long distance (Cross border) travel expenses add	
Reimbursable amount	EUR 0.00
Local transport expenses add	
Reimbursable amount	EUR 0.00
Other expenses i add	
Reimbursable amount	EUR 0.00

1)
 If you arrived on **24th of September** :
 Number of nights: 3
 Number of meals: 3

If you arrived on **25th of September**:
 Number of nights: 2
 Number of meals: 2

2)
 Click “add” under “Long distance travel expenses”

Means of transportation	<input type="text" value="Plane"/>
From	
Country	<input type="text" value="Germany (DE)"/>
City	<input type="text" value="Frankfurt"/>
	<small>You need to specify a departure city</small>
To	
Country	<input type="text" value="Croatia (HR)"/>
City	<input type="text" value="Dubrovnik"/>
	<small>You need to specify an arrival city</small>
Journey	
Single	<input type="radio"/>
Outward and return	<input checked="" type="radio"/>
Price	
Amount	<input type="text" value="343.89"/>
Currency	<input type="text" value="EURO"/>

Fill in your flight details and price of your flight ticket.

Click on "Submit"

Supporting Documents

Title / Description (Example: plane ticket, receipts, etc.)

File to upload

*By clicking upload, the selected document / file will be saved online.
You can upload files up to 2 MB each.
Supported file types are: pdf, xps, png, jpg, jpeg, gif.*

Current Total EUR 763.89

ve your claim and modify it at any time before submitting it.

Save Claim

Upload a scan/pdf of the receipt of your flight ticket and boarding passes.

Click "Save Claim"!!!

Step 4/5 Bank Account

Now you can preview a draft version of your TRR (Travel Reimbursement Request) Form and verify the details.

Preview TRR

Enter details of your bank account your reimbursement should be accounted to.

Step 4/5 Bank Account

Now you can preview a draft version of your TRR (Travel Reimbursement Request) Form and verify the details.

Preview TRR

Step 5/5 Submission

I declare that the above expenses are not being reimbursed from any other source.

The COST Association and the Grant Holder reserve the right to correct this document after signature by the participant to comply with COST Rules.

Click to submit your claim electronically. You will be prompted to enter your e-COST password to verify your identity.

Submit e-Claim

Note: Additional information of the Strong Authentication is available here.

Preview your reimbursement TRR

Submit e-Claim