

Below you can find a **practical and structured guide** on **what expenses can be covered with COST Network funds when organizing an event (Meeting, Training School, Workshop) in an institution located in a COST country**, and under which funding modalities.

This is based directly on the two COST documents

<https://www.cost.eu/uploads/2025/11/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-V3.0-25-IX-2025.pdf>

<https://www.cost.eu/uploads/2021/07/COST-089-21-Level-B-rules-for-COST-Actions.pdf>

which constitute the **only official COST rules**.

It is useful to think that there are **two main and distinct funding lines** that can operate in parallel:

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## 1) Travel and daily allowances for participants (Travel Reimbursement – TRR)






(Annex A1-3.1)


COST **does not fund “the event itself” through this line**, but rather the **mobility of people invited by the Action** (trainers, trainees, or participants approved by the MC).

The following can be covered:

### Long-distance travel ( $\geq 101$ km)

Reimbursable up to a **maximum of €1,500 per person**, including:

-  Flights,  trains,  buses,  ferries, or  car travel (€0.35/km with proof).
- Cancellation insurance and carbon offset fees.
- Reasonable ticket extras (luggage, seat selection, etc.).

 Key conditions:


- Participants must choose the **most economical reasonable option**.
- No double funding is allowed.
- Everything must be processed via **e-COST** with a formal prior invitation and supporting documents.

## **Daily allowances**

These cover:

- Accommodation
- Meals
- Local short-distance transport

They are calculated per day of participation plus travel days (with specific rules for departure and return).

 **COST does not directly pay hotels or meals by invoice** — these are covered through the participant's daily allowance.

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## **2) Local Organiser Support (LOS) — event organisation costs**

*(Annex A1-3.2)*

This is the most relevant line for **your institution as host** of the Training School or workshop.

It is granted to the **host institution (Local Organiser)** as a contribution-type grant to cover logistical costs of the event approved by the MC.

### **ELIGIBLE expenses (face-to-face events)**

You can use LOS to cover, for example:

-  **Room and venue rental**

- 🎤 **A/V equipment rental** (projectors, microphones, screens, basic streaming)
- 🖨️ **Printing of materials:** programmes, abstracts, posters, notebooks, etc.
- ☕ **Refreshments** (coffee, water, snacks) — *but NOT lunches or dinners.*
- 🚌 **Collective bus to the venue** *only if the venue is remote and poorly connected.*
- 🗺️ **Field trip expenses** if scientifically relevant.
- 👤 **Administrative/secretarial support** linked to the organisation.
- 🛡️ **Event cancellation insurance.**

## ✅ **ELIGIBLE expenses (online events)**

If the school is virtual or hybrid, you may also cover:

- Technical hosting and platform support
- Technicians for streaming, breakout rooms, voting, Q&A, etc.
- Recording, editing and post-production **if intended for event attendees**
- Administrative support
- Cancellation insurance

## ✅ **Hybrid events**

You can combine eligible face-to-face and online expenses as needed.

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## ❌ **Expenses that CANNOT be covered by LOS (very important)**

The following are **not eligible**:

- ❌ **VAT**

- ❌ **Purchase of infrastructure or permanent equipment**
  - e.g., cameras, computers, microphones, fixed screens, permanent software licenses, etc.
- ❌ **Official lunches or dinners** (only snacks/coffee allowed).
- ❌ **Touristic transport or social buses** (conference dinner, city tour, etc.).
- ❌ **Airport–hotel transfers.**
- ❌ **Registration fees charged to COST-invited participants.**

You **may charge participants** only for costs that are **not covered by LOS** (e.g., lunches or a social dinner), but this must be clearly separated from COST-funded items.

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## ✅ 3) Materials and consumables for the Training School (OERSA)

(Annex 4 – A4-1)

In addition to LOS, the Action can use another line called **OERSA (Other Expenses Related to Scientific Activities)** for costs “for the benefit of the network”, for example:

- 🧪 Laboratory consumables or practical training materials
- 📦 Shipping of samples or training kits
- 💻 **Short-term rental of equipment or software** *specifically for the school*
- Digital collaboration tools

*(Always with invoices, within the Action’s grant period, and approved by the MC.)*

This is especially useful if your school includes hands-on sessions.

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## ✅ 4) How is the LOS amount calculated?

The LOS amount depends on:

- Event format (face-to-face, hybrid, or online)
- Number of participants **invited via e-COST who sign the attendance list**
- Duration of the event

It is **not a free budget** — it is a standardized contribution based on these variables.

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## **Quick checklist for smooth organisation**

If you are hosting a COST Training School, make sure that:

1. ✓ The Training School is approved in the Action's Work & Budget Plan.
  2. ✓ There is an official **Local Organiser** (your institution).
  3. ✓ All invited participants go through **e-COST invitations**.
  4. ✓ You collect **signed attendance lists every day**.
  5. ✓ You keep invoices only for eligible costs (rooms, A/V, printing, coffee breaks).
  6. ✓ You clearly separate:
    - what COST pays (LOS)
    - what participants pay themselves (e.g., lunches).
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