

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:

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 (≥ 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.

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.

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.

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.

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.

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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