

Brussels, March 4, 2009

**COST Action E55**  
**Modelling of the Performance of Timber Structures**  
**Workshop joint MC7 Meeting**

**Trondheim, Norway, 26-27 March 2009**

Dear COST E55 Experts,

I have the pleasure of informing you that COST has approved the financial commitment to reimburse the COST Action E55 Experts who are planning to attend the abovementioned Meetings in Trondheim according to the attached participants list.

Attached you will find the Travel Reimbursement Form specifically related to this meeting. Please complete (preferably electronically) and sign this form and bring it to the meeting together with all copies of tickets or invoices you wish to claim for. The COST Administrative Officer will collect the forms at the time of the meeting. **No forms will be excepted by fax or e-mail after or before the meeting.** However, missing receipts for your return journey should be sent to myself within 2 weeks after the meeting in order to be entitled for reimbursement.

Please note that all participants who wish to be reimbursed have to register their financial details on the COST website [www.cost.esf.org/registration](http://www.cost.esf.org/registration). This is a one time procedure. Once you have registered online, you don't have to do this for the next meetings. Should your bank details change within your mandate as COST Action Member, please note this change clearly and in RED on the reimbursement form so that our finance department can make the necessary changes.

In case you wish to check the correctness of your IBAN number, you can go to <http://www.ecbs.org> (IBAN, IBAN leaflet).

It is the responsibility of the participants to COST meetings to provide readable copies of their travel tickets indicating the **routing** and the **price**. Sometimes e-tickets do not state the price so please check on this and provide an invoice or VISA statement which clearly indicates the price.

**Should you travel by car**, you should provide a **proof of distance in kms**. This proof of distance you can obtain through **weblinks such as via-michelin, maporama, mappy etc**.

As for accommodation, based on the 2-day meeting Agenda you will be reimbursed max. 3 nights (arrival 25 March and departure 27 March) any **additional night has to be explicitly approved by COST before the start of the meeting**. If not approved prior to the meeting, no additional nights will be covered.

Should you have any queries with regards to your Travel Reimbursement, please do not hesitate your me by phone or e-mail, I will gladly answer your questions.

Thank you for your kind co-operation.

Best regards,

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