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# INTERNAL RULES of EHEDG

## Bylaw No. 6 – SOP's

### Financials – SOP's

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This document was adopted by the EHEDG Executive Committee on 10<sup>th</sup> December 2020

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## **EHEDG Rules for Reimbursement of Travel Expenses**

### **General**

In case of no own funds for EHEDG meeting participation, an attendee can submit a request for financial support prior to travel (see 'Request for Financial Support of EHEDG Meeting Participation' form, Appendix 1).

Reimbursement is in Euro or as indicated on the 'Claim for Travel Expenses' form (Appendix 2).

All claims for refund of traveling and accommodation expenses incurred on occasion of EHEDG meetings have to be handed in to the EHEDG Headquarters two weeks after return at the latest.

Separate claims have to be handed in by the participant for all individual meetings attended by him/her.

Principally, meeting participants are not paid for their working time spent on EHEDG tasks. They are not refunded for any lost income in their regular work resulting from an EHEDG meeting participation nor are they paid a daily allowance by EHEDG.

### **1 Traveling**

All travel costs are refunded on the principle of the most economical overall expenditure.

#### **1.1 Travel by train and/or bus or long distance bus:**

The shortest and most economical route by second-class rail or bus between the departure point and the place where the meeting is held must be used.

The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleeper (instead of hotel) are eligible expenses.

#### **1.2 Travel by air:**

For traveling by air, low cost tickets have to be used. To benefit from the most economical fare, early booking is essential.

Return flight tickets for one-day traveling have to be avoided in case of more favorable flight fares available in combination with an overnight stay. Alternatively, back-to-back tickets should be bought or a more favorable means of transport has to be chosen if appropriate and available.

Where no price is indicated on the ticket, the invoice must be enclosed.

Air tickets exceeding EUR 500 require prior approval by the EHEDG Treasurer/Secretary.

Local airport transfer should use the most economical means of transport (bus, train or subway vs. i.e. taxi).

Airport parking can be reimbursed if economical.

### **1.3 Travel by private or rented car:**

If necessary, the use of a private car can be refunded with 0.30 EUR per km. If necessary, the use of a rental car is permitted.

### **1.4 Travel documentation:**

For the reimbursement of travel costs, originals or legible photocopies of air/train tickets must be provided with the claim form. They must clearly indicate the amount paid and the full routing.

Copies of all travel documents must be kept by the expert until the payment has been received.

Taxi fares per journey shall only be reimbursed where no reasonable public transport is available.

Costs of health, life and luggage insurance are not reimbursed.

Cancellation insurance will only be reimbursed for non-changeable low cost tickets or similar non-changeable fares.

## **2 Accommodation**


Reimbursement for room and breakfast will be made on the basis of a reasonable rate and to a maximum of one night before and one after the meeting. If any more nights are requested, the reason for the extended stay (e.g. savings on air fare) has to be explained in advance to traveling.

## **3 Meals / other expenses**

Meals provided by meeting support will not be paid. If at own expense and upon prior request, meals can be reimbursed at a reasonable rate.

Other costs such as telephone calls, internet etc. cannot be reimbursed unless exceptionally agreed in advance provided that they are for the support of EHEDG activities.

## APPENDIX 1

	
<b>Request for Financial Support of EHEDG Meeting Participation</b>	
Participants are asked to hand in this application in due time in advance to a meeting (upon confirming their participation) for approval by the EHEDG Treasurer. Please fill in and return the form to the EHEDG Headquarters	
<i>To be completed by the participant:</i>	
<b>Name(s):</b> (max. 3 persons per organisation/company)	<b>1.</b>
	<b>2.</b>
	<b>3.</b>
<b>Organisation/Company:</b>	
<b>EHEDG Working Group:</b>	
<b>Chairman:</b>	
<b>Next meeting date:</b>	
<b>Estimate costs to be refunded:</b> (according to EHEDG travel reimbursement rules)	
<b>Date / Signature of Applicant:</b>	
<i>To be completed by the EHEDG Headquarters:</i>	
<b>Account:</b>	
<b>Cost Unit:</b>	
<b>Account Denomination:</b>	
<i>To be completed by the EHEDG Treasurer:</i>	
<b>Cost assumption granted for:</b>	next Working Group meeting only (application to be renewed for all future meetings)
	all upcoming Working Group meetings (permanent approval valid until finalization of work of the Working Group)
	Not approved (see remarks)
<b>Remarks Treasurer / President:</b>	
<b>Date / Signature of Treasurer:</b>	
<b>Date / Signature of President:</b>	
<b>NOTE:</b>	
Working Group participants who verifiably do not receive any financial support from their company and participants from universities and institutes without own travelling funds may hereby apply for a reimbursement of their travelling and accommodation expenses to allow them participation in the meetings of above mentioned EHEDG Working Group. The expert should hand in his request for travel expense allowance to the EHEDG Headquarters. In due time in advance to a meeting for approval by the EHEDG Treasurer. If approved, the participant is asked to forward to the EHEDG HQ his detailed travel expense report (travel claim form) together with the relevant receipts not later than two weeks after the meeting for reimbursement to the account mentioned. All requests have to be submitted individually in advance to a meeting and approval is given on a case-to-case basis unless otherwise agreed with EHEDG. All requests for travel expense allowance should remain within reasonable limits according to the EHEDG travel reimbursement rules. The Working Group chairman will receive a copy of the completed and approved form.	

## APPENDIX 2

<b>CLAIM FOR TRAVEL EXPENSES</b>					
Please hand in this form not later than 2 weeks after return from a meeting.					
<b>To:</b>			Please return this form to office@ehedg.org		
<b>EHEDG Headquarters</b>					
<b>Gooimeer 1</b>			In case of any questions please contact the EHEDG Headquarters:		
<b>1411 DC Naarden</b>			Phone: +31630143189 / Email: office@ehedg.org		
<b>The Netherlands</b>					
Name of meeting participant:					
Organisation / Company:					
VAT No. Organisation / Company:					
Address, Country:					
Email, Phone:					
EHEDG Working Group Meeting:				Date:	
Other EHEDG Meeting (which):				Date:	
Currency:	EUR	Other (which):		Exchange Rate:	
<b>Bank Details:</b>					
Account Type:	Private Account		Company Account		
Account Number:					
Name of account holder:					
Bank name:					
Address of Bank, Country:					
BIC:					
IBAN:					
<b>Please indicate total costs below - all receipts to be attached</b>					
<b>Travel Costs:</b>	EUR		Other		
Air fare:					
Train:					
Bus/Public Transport:					
Taxi:					
Car: (EUR 0,3 x km)					
<b>SUBTOTAL:</b>	<b>0,00</b>		<b>0,00</b>		
<b>Accommodation Costs:</b>	EUR		Other		
Hotel / B&B / Private:					
<b>SUBTOTAL:</b>	<b>0,00</b>		<b>0,00</b>		
<b>Other Expenses (specify):</b>	EUR		Other		
Other:					
<b>SUBTOTAL:</b>	<b>0,00</b>		<b>0,00</b>		
<b>TOTAL:</b>	<b>0,00</b>		<b>0,00</b>		
Date / Signature of Applicant:					
Date / Signature by EHEDG:					
EHEDG Account:					
Date of release:					
Posting Text:					
					To be completed by the EHEDG Headquarters
EHEDG Headquarters, Gooimeer 1, 1411 DC Naarden, The Netherlands					
VAT: NL 807854013 B01					