

## **A.17 Adjusted Administrative Policy on Reimbursement**

The long-term goal of the WVA is to be able to reimburse all officers and representatives working for the WVA for their travel and accommodation expenses.

The principles of reimbursement are:

### **1. Travel**

- (a) Air travel: Economy class: normally the best of 2 offers from a travel agent
- (b) Surface travel (train, rented car, etc.): 2<sup>nd</sup> class for train travel, actual and reasonable expenditure

**2. Accommodation:** actual and reasonable + US\$ 15 per day

### **3. Food and local (taxi, bus, etc) transportation**

- (1) against proof of expenditure a maximum of US\$ 115 a day
- OR**
- (2) Daily allowance US\$90 (if breakfast is included in hotel US\$ 80)

Reimbursement is carried out by the WVA Secretariat based upon original receipts.

For the years 2006-2015, it is the goal to increase the budget every year to increase reimbursement from nothing to 100% of the expenses of the representatives in accordance with a priority list of representation set up by the EXCOM and approved by the Council. The reimbursement will be increased with 10% each current year.

Reimbursement of members of the Presidents' Assembly will not take place as members are considered national representatives. Councillors will be partly reimbursed (see Administrative Policy A.6).