

A.6 Adjusted Policy for Reimbursement of EXCOM and Secretariat

President's Honorarium

The WVA President has a work load that makes it impossible to combine with full time employment. However, it is also recognised that the position of WVA President is an honorary and voluntary position, demanding substantial commitment and service outside the framework of financial compensation.

To compensate to a certain degree for loss of income, the WVA President will be paid such an amount in US\$ per year during the term of office, as approved by the Presidents' Assembly on recommendation by COUNCIL. This amount will be paid in equal parts quarterly in advance, starting with the first quarter following the assumption of duties. Quarterly payment dates to be 1 January / 1 April / 1 July and 1 October.

The annual amount shall be subject to review by COUNCIL, on recommendation by EXCOM, prior to the end of the WVA President's term of office and a recommendation made to the Presidents' Assembly.

Office Expenses – President, Immediate Past President and Vice-Presidents

The President, the Immediate Past President, the Vice-Presidents and other EXCOM members shall receive US\$ 1000 a calendar year to cover office expenses (telephone, mail, fax, stamps etc.). Extraordinary and unforeseen expenses will be paid against proof of expenditure.

Travel Expenses – President, Immediate Past President, Vice-Presidents and Secretariat

The WVA will reimburse reasonable travel expenses for members of the Executive Committee and the Secretariat to attend meetings decided by the EXCOM.

Reasonable travel is defined as economy class fares and should be based on the best of two quotes for travel obtained by the EXCOM member making the claim. It should be noted that for some routes, there may not be two options available. If the member chooses to upgrade to a higher class of travel, the WVA shall not be liable for the additional expense.

Actual and reasonable hotel accommodation, meal and taxi costs etc. will be reimbursed either on the basis of receipts provided by the member making the claim or by allocating a daily allowance. When allocating a daily allowance no receipts for meals, taxis etc. are necessary. The EXCOM member can choose travel by travel which system the Secretariat shall use for reimbursement (see Annex 1). The Secretariat will, when appropriate, arrange accommodation so that all EXCOM members stay together in the same accommodation.

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.): 2nd 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.

The costs of travel for the EXCOM members and the Secretariat are provided for separately as budgetary allocation.

When necessary, the above mentioned rates are subject to review by EXCOM.

Council Attendance Expenditure Reimbursement

Every Councillor attending a Council Meeting (excluding EXCOM) is entitled to a reimbursement of US\$ 500 to be paid at the Council Meeting where they are present.