Rules of reimbursement of expenses for attending meetings on behalf of WVA

These rules apply to individuals attending meetings as requested by WVA, including WVA-Councillors participating in the meetings of the WVA Council.

Reimbursements of members of the General Assembly will not take place as those members are considered to represent their own organisation.

Persons eligible to receive reimbursement for travel expenses and allowances must make sure that they have not received any similar reimbursement or allowance or are not entitled to a similar reimbursement or allowance from another institute, organisation or person for the same trip.

Costs for travel and accommodation that don’t fall within the following rules can only be reimbursed when prior approval is given by the WVA Secretariat.

Travel expenses
Travel should be by the most cost-effective method available. Normally this will be by standard class train or by economy APEXi airfares. Whenever a travel ticket exceeds 1750 Euro approval from the Secretariat must be obtained beforehand.

Tickets shall be purchased as early as possible. Once participation in a meeting on behalf of WVA is confirmed, the Secretariat will send reminders to travellers encouraging them to buy the tickets. Together with the reminder, a copy of the rules for reimbursement (or an internet link to these rules) will be sent.

Car travel is permissible for journeys up to 800 km (single journey). Car expensesii will be payable. It is only permissible to use the car for longer journeys where the overall claim does not exceed the costs of travel by air or train. One should make economic use of taxis and, where possible, make full use of public transport. Expenses will be reimbursed at cost and upon receipt of the invoice. No advance payment will be made. In case the traveller wishes, the Secretariat can buy the ticket in the name of the traveller and pay it directly to the air company or travel agent.
**Hotel accommodation**

Single room accommodation up to a maximum of 200 Euro per night including breakfast on presentation of a receipt. Costs for mini-bar, pay TV, etc. cannot be reimbursed by WVA. Overnight accommodation is allowed where it is not possible for the delegate to arrive or to depart on the same day as the meeting. The maximum of overnight stays that will be reimbursed is the number of days of the meeting attended plus 1.

**Meals**

Meals, etc can only be reimbursed on the basis of receipts for meals for expert or WVA representative making the claim. The claim can never exceed:

- Where there is no overnight stay – up to 45 Euro per day
- Where there is an overnight stay – up to 70 Euro per day

In no case should a claim be submitted where meals are provided free of charge or included in the room or conference fee.

**How to Claim**

Reimbursement is carried out by the WVA Secretariat based upon original receipts. Claims must be made preferably within one month and no later than three months of the expense being incurred. A separate form must be used for each meeting attended and all original receipts or other proofs of payments must be attached to the claim form.

Only fully completed expense claim forms with attached the original receipts can be considered by the Secretariat (including fields such as bank account details (including Bank Name, Address, IBAN & BIC Code!!),

**Checking of Expenses**

The Secretariat will check expense claims, confirm that they are correct, sign and date the expense claim form. In case of doubt the claim will be referred to the Finance Committee.

**Authorisation for Payment**

Following confirmation that the expense claim is correct the Executive Secretary will authorise payment, sign and date the expense claim form.

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1 APEX = Advance purchase excursion fare. International non-cancellable return airfare ticket offered on the conditions that the ticket is purchased at least 21 days in advance. Try avoiding flying just before school holidays or on Fridays.

2 €0.53 per km for car journeys (source: European Parliament - Travel expenses allowances)