



INTERNAL RULES of EHEDG

Bylaw No. 6 – SOP's

Financials – SOP's

This document was adopted by the EHEDG Executive Committee on 10th December 2020



EHEDG Rules for Reimbursement of 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 'Standard EHEDG Expense Claim 2022' 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. When a flight exceeds 8 hours, then a premium economy or equivalent class can be booked.

Return flight tickets for one-day traveling have to be avoided in case of more favourable flight fares available in combination with an overnight stay. Alternatively, back-to-back tickets should be bought or a more favourable 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

Request for financial support of EHEDG meeting participation Stichting EHEDG

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.

To be completed by participant:

EHEDG Member details:	
Name(s) of meeting participant:	
(max. 3 persons per organisation/company)	
Organisation / Company:	
EHEDG Membership number:	
VAT No. Organisation / Company:	
Address:	
Postal code:	
City:	
Country:	
Email, Phone:	
Bank Details:	
Account Number:	
Name of account holder:	
Bank name:	
Address:	
Postal code:	
City:	
Country:	
BIC:	
IBAN:	

Please indicate for which working group or sub-committee expenses account

EHEDG Working Group / SubCom	
Chairman:	
Next meeting date:	
Estimate cost to be refunded: (According to EHEDG reimbursement rules.)	
Signature of applicant:	

To be completed by EHEDG Headquarters:

Cost Centre / account:	
Project / cost unit:	
Next meeting date:	

To be completed by EHEDG Treasurer:

Cost assumption granted for:	Next working group or subcom meeting only (application to be renewed for all future meetings)
	All upcoming working group or subcom meetings (permanent approval for this budget period)
	Not approved (see remarks)
Remarks Treasurer:	

Date / Signature of Treasurer: /

Date / Signature of Operations Director: /

Note:

Universities and institutes without their own travel funds may hereby apply for reimbursement of their travel and accommodation costs to enable them to participate in the meetings of the above-mentioned EHEDG Working Group / SubCom. The expert must submit his request for reimbursement of travel expenses to the EHEDG Headquarters in sufficient time (at minimum 10 working days) before a meeting for approval by the EHEDG treasurer. If approved, the participant is requested to send his detailed expense claim (Standard EHEDG Expense Claim) together with the relevant receipts to the head office for reimbursement to the said cost centre / account no later than two weeks after the meeting. All requests must be submitted separately before a meeting and approval is given on a case-by-case basis unless otherwise agreed with EHEDG. All travel reimbursement requests must remain within reasonable limits under the EHEDG travel reimbursement rules. The working group or subcom chair will receive a copy of the completed and approved form.



APPENDIX 2

EXPENSE CLAIM

Stichting EHEDG

Date: _____

EHEDG Member details:	
Name of meeting participant:	
Organisation / Company:	
EHEDG Membership number:	
VAT No. Organisation / Company:	
Address:	
Postal code:	
City:	
Country:	
Email, Phone:	
Bank Details:	
Account Number:	
Name of account holder:	
Bank name:	
Address:	
Postal code:	
City:	
Country:	
BIC:	
IBAN:	

Please indicate for which sub-committee and cost centre you made expenses	
Sub-committee	Activity
Communications	Please select an item in this dropdown:
Communications	Please select an item in this dropdown:
Communications	Please select an item in this dropdown:
Product Portfolio	Please select an item in this dropdown:
Product Portfolio	Please select an item in this dropdown:
Product Portfolio	Please select an item in this dropdown:
Regional Development	Please select an item in this dropdown:
Regional Development	Please select an item in this dropdown:
Regional Development	Please select an item in this dropdown:
Projects	Please select an item in this dropdown:
Projects	Please select an item in this dropdown:
Projects	Please select an item in this dropdown:

Please indicate total costs below - all receipts to be attached (extra lines can be added if necessary)						
Receipt Nr:	Date	Costs Items	Provide description for the selected item(s) listed.	Costs incurred		Exchange Rate: <small>(via xe.com)</small>
				EUR	Other currency	
Travel Costs:						
		Please select an item in this dropdown:				
SUBTOTAL:				0.00		
Accommodation Costs:				EUR		
		Please select an item in this dropdown:				
SUBTOTAL:				0.00		
Other Expenses (specify):				EUR		
SUBTOTAL:				0.00		
TOTAL:				0.00		

Date / Signature of Applicant: _____ /

Date / Signature by EHEDG: _____ /