



September 2014 (Modifications are highlighted in grey color)

## REFUND OF TRAVELING EXPENSES

### 1. BASIC PRINCIPLES

These regulations provide for the reimbursement of expenses incurred for INF purposes during job-related travelling or the reception of guests.

Job-related travelling and reception are always to be subject to sound economics. This means that such expenses should not go beyond what is required or justifiable.

Expenses for fellow passengers of officials are not to be included. Only if the price for a double room is negligibly higher than for a single room, will it be acceptable to charge for a double room.

### 2. TRAVEL EXPENSES 2.1 BASIC PRINCIPLES

Travel expenses include all costs incurred for the use of the chosen travel mode. Such expenses should comprise of the date and a justification of each amount spent.

When choosing the appropriate means of transport, priority should be given to the most cost-effective although the travel schedules of each form of transport should enter into the considerations as well.

### 2.2 TRANSPORT MODE

First class rail tickets are allowed if the travelling time is longer than 3 hours.

For airline tickets we pay only the tourist class fare.

Cars should only be used exceptionally and after a preliminary agreement of the Executive Committee. If a car is used a mileage allowance shall be paid according to the length of the job-related journey. Only parking and motorway tolls shall be allowed as additional expenses.

The present mileage allowance is € 0.32 per km. When using a car without EC approval, only € 0.20 per km will be reimbursed.

Taxis should not be used, except in urgent circumstances or in unfavourable traffic conditions.

### 3. MEALS AND ACCOMMODATION

Hotel costs are normally reimbursed by submitting the bill.

Daily allowance can only be charged for the arrival and departure day and are € 53, 00. These costs are subdivided as follows: (d.a. = Daily allowance)

Absence	From 0 to 5 hours	Nil	
	From 5 to 7 hours	30 % of d.a.	= € 15,90
	From 7 to 10 hours	50 % of d.a.	= € 26,50
	From 10 to 12 hours	80 % of d.a.	= € 42,40
	Over 12 hours	100% of d.a.	= € 53,00

## EXCEPTIONS TO THE ABOVE RULES

When meals are to indemnified separately (breakfast, lunch, dinner), the following ratio of the full daily allowance of € 53, 00 shall be deducted

Breakfast	€ 10,00
Lunch	€ 13,00
Dinner	€ 20,00

The remaining € 10.00 is earmarked for general expenses (such as drinks, etc.).

When no menus are reserved, joint meals have to be paid individually.

For the refunds according to the allowable rates subject to the maximum rate, we expect that there is a personal commitment that only the actual costs incurred are charged.

## 4. Additional Expenses

Additional expenses incurred on INF-related travelling shall be repaid up to the specified amount on the voucher to be submitted. These costs include public transport fares at the destination and parking costs.

## 5. PAYMENT OF TRAVEL EXPENSES

The travel accounts of Central Committee members, in addition to those of the accountants, the interpreters, the President of the Legal Commission and the technician are normally to be sent to the General Secretariat, which shall regularly submit these accounts to the Vice-President (Treasurer).

Travel accounts of INF Commission members shall be submitted to the President of the concerned Commission, (or EuNat secretary), who will then sign them for approval and to confirm their accuracy and pass them on to the General Secretariat for final settlement.

## 6. VOUCHERS

Reimbursement of travel expenses is only done by presenting original documents converted to PDF. If such voucher cannot be submitted, then in exceptional cases, a personal voucher with probative (i.e. evidential) force will have to be submitted.

## 7. CONSULTATIONS

In case of any doubt, consultations with the Vice-President (Treasurer) of the INF will be required.

## 8. DATE OF APPLICATION

These Travel Expenses Rules are applicable after publicizing.

(September – 2014)