

## **Directive for Travel and Accommodation Expenses**

### **1. General principles**

- 1.1. The basis for this Directive is Article 15.2 and Article 20 of the International Statute. Travel and Accommodation expenses will only be paid in accordance with this Directive.
- 1.2. The international Treasurers are authorised to make decisions in accordance with this Directive.
- 1.3. Those entitled to reimbursement, shall submit their claims using the correct form, duly completed and signed, within any time limit previously set by the International Treasury. Any form returned after a given date will not be reimbursed. |
- 1.4. Purposes for which claims may be submitted consist of:
  - PEB meetings: expenses of the PEB members, Advisor, IAC secretaries, interpreters.
  - IEC/WC: expenses of PEB members, IAC secretaries and interpreters, delegates (1 per section), and one representative of IBZ Gimborn.
  - Meetings of the International Commissions: expenses of the members
  - Meetings of the International Treasurers, including the internal audit.
  - Working at the IAC: The ISG.
- 1.5. All claims for other purposes must have the prior approval of the PEB, after consultation with the International Treasury, before any expense is incurred.
- 1.6. 'Expenses' is understood to refer to:
  - Travel to the meeting
  - Accommodation/Meal costs during the meeting, and
  - Return travel following the meeting.
- 1.7. Any additional night(s) will be the subject to previous agreement between the claimant and the International Treasury. If any additional nights are specifically private to the individual, all additional expenses shall be paid by the claimant.

### **2. Conditions of reimbursement**

#### **2.1. Travel expenses**

Reimbursement will only be made on the lowest possible costs.

#### **2.2. Payments will be made on the following basis:-**

##### **2.2.1. Train**

Ticket in 2nd class, including any necessary extra costs (reservation supplement).

Sleeping car, if required by the length of the journey, after consultation and with the previous agreement of the International Treasury.

#### 2.2.2. Plane

Ticket with the best tariff in economy class. Claimants will refer to the publications of the International Treasury on the subject and will adhere as closely as possible to it (list of flight tariffs for the IEC/WC). Any travel requiring an additional night, during the trip or at the arrival, will be subject to the previous approval of the International Treasury.

#### 2.2.3. Boat

Ticket with the best tariff in economic class. A cabin, if required by the length of the journey, after consultation and with the previous agreement of the International Treasury.

#### 2.2.4. Private car

CHF 0.60 per kilometre, for a maximum return journey of 500 km. An additional payment of CHF 0.05 per kilometre will be paid for any passenger entitled to reimbursement of travel expenses. All extra expenses (ferry, toll, car park, etc.) will also be reimbursed upon presentation of the receipts.

### 2.3. **Accommodation and Meal expenses**

The following tariffs shall apply:

Meals:

CHF 10.00 for breakfast

CHF 30.00 for a main meal

Where a claim is made for meals whilst travelling, the times of commencing and finishing each journey must be shown on the claim form.

Overnight accommodation:

CHF 130.00 maximum, without breakfast.

### 3. **Reimbursement Procedure**

3.1. The reimbursement form, available from the International Treasury, will be used in all cases. It must be completed and signed by the claimant and accompanied by all receipts.

#### 3.2. Receipts

Train

Copy of the ticket plus receipts for any additional expenses

Plane

Copy of the ticket with all details relating to the flight. If insurance for cancellation and incidents of voyage is obtained, supply a copy of the policy and payment receipt.

Boat

Copy of the ticket and any additional expenses

Private car

Indicate on the form the number of kilometres and the route plus receipts for any additional expenses.

3.3. Insurances

Only an insurance policy for cancellation and incidents of voyage will be refunded.

3.4. Procedure

Claim forms shall be submitted to the International Treasury within the time limit specified. On examination of the claims, if need be they will contact the claimant should any part require further information. They will carry out reimbursements to the bank account provided by the Section, according to the "Bank Form". In the event of missing documents or vague explanations, the International Treasurers are authorised to decide whether or not to refund these expenses. The International Treasurers are also authorised to deduct any debt of the claimant's Section from the reimbursement.

**4. Date of Entry into Force**

This Directive, adopted at the World Congress held in Ljubljana (Slovenia), came into effect on 22 September 2006. It replaces any previous Directive or decisions on Travel and Accommodation expenses.