

EFA Expenses and Reimbursement policy

Premise

EFA will reimburse reasonable travel, accommodation and out-of-pocket expenses while traveling on EFA business/mission, unless these are covered by someone else, such as in the case of European Medicines Agency or a Corporate partner. Reimbursement of members in connection of EFA events is specified for each event, such as one or more delegates from a member organization, whether trial members are reimbursed, ceiling for travel cost and if no reimbursement is available for example but the procedure and principles below for eligible costs and claiming reimbursement is always the same. Thank you for following this policy as it will help EFA in good financial management and staying in budgets approved by the AGM.

Principles

Costs that will be reimbursed:

Travel

By plane: cheapest Economic class and most direct route (Please book your ticket as early as possible in order to get good rate). On long-haul intercontinental flights health takes precedence and premium economy or equivalent can be used for comfort.

By train: regular train first class and Eurostar and other high speed trains economy class or premium economy for comfort/flexibility provided that the price is reasonable.

By car: reimbursement of 0,30€/KM or if the travel is national (in your country) you can use the official/government rate of the country. Please indicate the departure city and number of kilometers in the form. A maximum of 300€ will be reimbursed. The reimbursement will in no case exceed the equivalent first class rail fare, if available.

Local travel: EFA uses public transport. Taxi can be used only in case of very early, late or consuming complicated travelling, or in case of reduced mobility or health issue. Please justify any use of taxis directly on the reimbursement form so that we don't have to chase you with this question.

Other patient expenses: these may include additional insurance in addition to your regular one or indeed oxygen, let us know in advance!

If you need for personal reasons EFA to book your travel directly, don't hesitate to ask!

Subsistence

Food and drink: EFA reimburses reasonable food & beverages while traveling when these are not included in the event/travel. In EFA events, we offer meals to our participants.

Hotel: Hotel in EFA business is usually booked and paid directly by EFA. If not, we reserve 100 – 150 euro per night including breakfast and city tax for reimbursement. Accommodation is 3-4 star, depending on quality/accessibility versus price that varies from country to country.

Conversion rate and commission:

Any expenses made in another currency than Euro need to be converted in EURO. For conversion we use the rates at the official EC website that includes the rates for any currency and a converter: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm. Commission and exchange charges will also be reimbursed against receipt/documentation, for example credit card statement.

Submission:

Please use the **EFA reimbursement form** attached, unless you have agreed with us that you can invoice for the cost. One form per meeting (i.e. AGM) or budget item (i.e. X project). All expenses have to be justified by original receipts. You can send us in advance these by email, together with the expense claim form for fast reimbursement. EFA is striving to save paper, but unfortunately in Belgium original receipts are still required.

The sooner you send the expense claim the sooner it will be reimbursed. In any case, expenses need to be sent within the accounting year.

Payment:

We strive always to pay within 20 days. If you need a quick reimbursement, please tell us.

Honorarium:

In case of preparing for and attending a meeting as EFA representative where honorarium is involved, this can be directed to your own organization, EFA or shared among the two. Especially if you are a staff member of that organization who has to cover your salary or a volunteer having to take time off to work for EFA.

Contact details:

EFA
35 rue du Congrès – 1000 Brussels, Belgium
Office phone number: +32(2)2272712
Email: finance@efanet.org
www.efanet.org

REIMBURSEMENT FORM

INFORMATION	
Name of Claimant	
Date of the Meeting	
Title of the Meeting	EFA Re-Union Iceland
Purpose	
Account (general, project, ...)	03040 AGM and Network Meeting
If you took a taxi please justify here (mobility, early or late departure, ...)	

Expenses made in another currency than Euro need to be converted in EURO. The conversion is calculated from the rates at the official EC website:
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm (OR the rate used in exchange).

EXPENSES INCURRED		
Item (please use one row per item, if it is not sufficient insert as many rows as you need)	Cost	
	in local currency	in €uro
TOTAL		

BANK DETAILS	
Name of account holder	
Currency of the account	
Name of Bank	
IBAN CODE (of the account)	
BIC/SWIFT CODE (of the Bank)	

NOTE: Please attach all boarding passes, original receipts and vouchers, and make a copy for your own records first and send to: finance@efanet.org for quick reimbursement, and to EFA – 35 rue du Congrès B-1000 Brussels.

THANK YOU.
Signature of the claimant: