

Financial Policy for Reimbursement of Expenses

Council Meetings

Travelling and hotel expenses to ordinary and extraordinary meetings, or for special missions, shall be paid to members of the Council and members assigned by the Council, on the basis of tourist air-fare and/or first-class train fare, and shall be a charge on the ECCE funds unless otherwise agreed.

Expenses incurred by the institutional members in connection with Council and/or CoA meetings are the responsibility of the institution involved.

When a member of the Council or Executive of Standing Committee(s) attends Council or Executive of Standing Committee meetings, she/he will receive an honorarium in the amount of € 500,00 per day.

Evaluation Events

An honorarium of € 500,00 per day is paid to team members. Half a day can be claimed for report writing by the site visit secretary/chair.

Other ECCE related events and business

Expenses for travel and honoraria related to other ECCE business or outside of the normal calendar **must be approved by the Executive Committee before** any travel arrangements are made.

Reimbursements follows the same rules as for Council meetings.

Rules

- I. Business concerning Council activities will be refunded by the ECCE.
- II. Business concerning accreditation matters will be refunded by the institution, unless otherwise agreed.
- III. Meetings will be held on weekends whenever such is possible.
- IV. All claims have to be approved by and will be paid through the treasurer of the ECCE. Expenses must be verified by originals bills. Specification of expenses and original vouchers have to be sent to the treasurer of the ECCE within six months of the incurring expenditure. No claims will be paid after this date. Claims for different events from the same person shall be handed in on individual claim forms.
- V. Claims for car transport should indicate the distance in kilometres. Claims for car transport shall be paid at the rate of € 0,50 per kilometre but cannot exceed the expense on tourist air fare or first-class train fare.
- VI. Hotel expenses shall be paid for the price of a single room.
- VII. Expenses covering meals in connection with above mentioned meetings shall be paid if the expenses are reasonable and not exceeding € 100,00 per day.