

EFAD Policy and Guidelines on claiming reimbursement

EFAD Policy on Claiming Reimbursement

Revised version adopted by the 31st General Meeting in October 2020

All claims for reimbursement of travel, accommodation, subsistence or staff costs must comply with the “Guidelines on Reimbursement” (Appendix 1) and be accompanied by:

- Application form (Appendix 3) – fully completed and signed in original copy
- Original receipts for all payments
- Expense claims may be submitted electronically as scanned copies, but originals should be retained by the claimant in case of audit.

Claims for reimbursement must normally be made within 8 weeks of the event.

Claims submitted later than this will not be reimbursed unless there are extenuating circumstances.

Whenever possible, claims arising in November and December should be submitted before the end of December.

APPENDICES

- 1 EFAD Guidelines on Claiming Reimbursement
- 2 EFAD Request for Estimated Expenses form
- 3 EFAD Application for Refund of Expenses form

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Next revision October 2025

EFAD Guidelines for Claiming Reimbursement

The EFAD Governance guidelines state that representatives, experts and members of the following committees will not be reimbursed for their time/work, but that any previously approved activities on behalf of EFAD will be reimbursed:

- Executive Committee
- Education & Lifelong Learning Committee (ELLLC)
- Professional Practice Committee (PPC)
- Research and Evidence Based Practice Committee (REBPC)
- Conference Organising Committee (ECOC)
- Conference Programme Committee (ECPC)
- European Specialist Dietetic Network Committees (ESDN)
- Students Network Committee (ENDietS)

Where claims are expected to exceed €600 the “EFAD Request for Estimated Expenses” (Appendix 2) must be completed and returned as a scanned copy to the EFAD secretariat secretariat@efad.org for approval.

All claims for reimbursement must be made using the EFAD claim for reimbursement form (Appendix 3).

Only expense claims complying with the EFAD Policy on Claiming Reimbursement will be reimbursed.

Committees which have an annual, variable budget allocated to them (ELLLC, PPC & REBPC) are expected to meet all their committee expenses from that budget. The annually granted committee budget will depend on the EFAD budget and will be reassessed by the Executive Committee on a yearly base.

Committee expenses include:

- Committee members’ travel, accommodation, cancellation insurance and subsistence expenses for:
 - Attending face to face committee meetings
 - Attending conferences to deliver workshops/presentations
 - Attending meetings to promote or develop the work of the committee
- Registration fees
- Meeting room rental
- Purchase of any materials

EFAD reimburses following expenses:

- Travel costs from home or place of work to the meeting site (plane, train, car, metro, taxi, parking expenses)
- Hotel accommodation
- Subsistence
- Miscellaneous (registration costs, postage, copy costs, internet access, travel insurance, etc.)

Travel

Travel must be undertaken using the most cost-effective means reasonable.

Requests for estimated expenses (when expected to exceed €600) should indicate the cost of alternative travel.

Travel should normally be by second class rail, using pre-booked tickets. Air travel should normally only be used for journeys of over 400km unless it is cheaper than train or car travel. The cost of travel by private car shall be reimbursed at the rate of €0,30 per km.

Taxi travel should be avoided unless public transport is unavailable or deemed unsafe (such as late at night).

Travel insurance to cover costs of cancellation of flight/train for individual journeys only should be purchased if not already covered by other means. The cost will be reimbursed. It is important to recognize the inability to travel should be as covered in the policy e.g. hospital admission etc. If in doubt please contact EFAD secretariat secretariat@efad.org for approval.

Travel costs must be given in the currency concerned and substantiated by electronic copy of original ticket. No refund will be made without scanned copies of original receipts.

If the price is not shown on the ticket, a copy of the invoice must be submitted.

Accommodation and Subsistence

Hotel accommodation will be reimbursed for the minimum number of days required to fulfill the representation.

Accommodation and subsistence expenses will be reimbursed on an actual basis – there is no daily rate allowance. Claimants are requested to keep claims as low as possible. Claims above the European Commission rates (2016) shown below will only be reimbursed to the ceiling levels.

Daily amounts include all costs associated with the stay in the country concerned. If there is no overnight stay, the maximum amounts are reduced by 50%.

Country	Hotel ceiling (Euros)	Maximum Daily Amount
Austria	132	102
Belgium	148	102
Bulgaria	135	57
Croatia	110	75
Czech Re	124	70
Cyprus	140	88
Denmark	173	124
Estonia	105	80
Finland	142	113
France	180	102
Germany	128	97
Greece	112	82
Hungary	120	64
Ireland	159	108
Italy	148	98
Latvia	116	73
Lithuania	117	69
Luxembourg	148	98
Malta	138	88
Netherlands	166	103
Poland	116	67
Portugal	101	83
Romania	136	62
Slovak Rep	100	74
Slovenia	119	84
Spain	128	88
Sweden	187	117
UK	209	125

EFAD Request for Estimated Expenses

To be completed only when expenses are expected to exceed €600

Please fill in the following form and send it to the EFAD secretariat secretariat@efad.org at least 6 weeks before travel is due to take place, if possible.

PARTICIPANT

Name	
Email Address	
Committee/ representation	

DATE AND PLACE

Meeting/ representation	
Date	
Place	

ESTIMATED EXPENSES

Item (eg Bus, Train, Flight, Hotel, Food)	Amount in local currency	Amount in Euros

Date / Signature

European Federation of the Associations of Dietitians
Wilma van Vulpen
EFAD Bookkeeper
Gooimeer 4-15
1411 DC Naarden
The Netherlands

EFAD CLAIM FOR REIMBURSEMENT OF EXPENSES

For refund of:
EFAD Committee members' expenses incurred when attending EFAD meetings
EFAD representatives' expenses incurred when representing EFAD

Please fill in this form, scan and email it together with scanned electronic copies of the receipts of your expenses to the EFAD Bookkeeper on accounts@efad.org

NAME	
EMAIL ADDRESS	
COMMITTEE	
MEETING /REPRESENTATION	
DATE	
PLACE	

BANK ACCOUNT DETAILS to which money should be transferred.
No money transfer without IBAN and SWIFT- Code

NAME OF THE ACCOUNT HOLDER	
NAME OF THE BANK	
SWIFT- OR BIC CODE	
IBAN	

EXPENSES - Please refer to EFAD Policy and Guidelines on claiming reimbursement (Appendix 1) to confirm what expenses can be claimed

Item (eg Bus, Train, Flight, Hotel, Food)	Amount in local currency	Amount in Euros

Date / Signature