

STICHTING FEDERATION OF EUROPEAN NEUROSCIENCE SOCIETIES TRUST FOUNDATION

Guidelines and specifications for travel expenses

I. General principles

People must make sure that they are properly insured and allowed by their institution to travel for attending the Foundation's administrative or scientific meetings. The Foundation cannot be held responsible for any incident or accident happening on such occasions.

Travel, accommodation and costs for meals can be reimbursed on the basis of original documents (receipts, tickets, invoices, bills etc.) only. The following details are recommendations. In case of a significant departure from these recommendations, the costs must be discussed beforehand with the Foundation's office.

I.1. Travel

Airfare: For air travel, the lowest reasonable commercial airfares should be used. Airfares for Business Class will not be reimbursed. The Foundation's officers are strongly encouraged to take advantage of discount fares for airline travel through advance purchase of tickets where travel schedules can be planned in advance (such as for meetings and other scheduled events).

Train tickets: First and second class train tickets are reimbursed. The Foundation's officers are strongly encouraged to take advantage of discount fares for train tickets through advance purchase of tickets where travel schedules can be planned in advance (such as for meetings and other scheduled events).

Using one's own car: the mileage allowance is 0,50 Euro per km. However, if total travel mileage exceeds 1800 km, only the actual costs for petrol will be reimbursed, if the use of a car was not discussed beforehand with the Foundation's bureau. The use of trains is encouraged.

Other costs: Metro, taxi, bus costs are reimbursed on the basis of receipts, but, as a general principle, the total taxi costs for a trip should not exceed a justifiable amount or they have to be discussed beforehand with the Foundation's office

I.2. Hotel:

Hotel rates can vary largely depending on the country and region and are therefore handled with flexibility. However, the hotel rate per night should not exceed a justifiable amount. Costs for accompanying persons are not covered by the Foundation. When using a double room, the officer should provide proof of the cost for a single room in the same hotel. The Foundation will only reimburse the costs for a single room.

I.3. Per Diem Rates:

The Foundation covers the costs for breakfast (if not included in the price for the hotel room) and meals up to a justifiable amount per day on the basis of receipts.

In case the Foundation officers or staff invites third parties on behalf of the Foundation the costs are covered by the Foundation.

I.4. Other costs:

Other costs incurred on behalf of the Foundation (photocopies, internet access, phone costs etc.) are covered by the Foundation on the basis of receipts.

I.5. Others

The Foundation may ask any person to represent the Foundation for particular tasks. Expenses incurred by such persons (travel, accommodation, meals) when working on behalf of the Foundation will be reimbursed by the Foundation on the basis of original receipts.