



## **CORPORATE FINANCIAL POLICY FOR TRAVEL AND SUBSISTENCE IN THE WORK OF VICTIM SUPPORT EUROPE**

**(Agreed by the Executive Board on 7-8 October 2013; amended by the Executive  
Board on 28 September 2015)**

## **CORPORATE POLICY ON REIMBURSEMENT OF EXPENSES FOR EXECUTIVE BOARD MEMBERS, MEMBER ORGANISATIONS, STAFF MEMBERS AND OTHERS INVITED TO PARTICIPATE IN THE WORK AND ACTIVITIES OF VSE**

### **1. Introduction and Eligibility**

- 1.1 Unless an event or activity is previously advertised and or participants informed that reimbursement of expenses will not be made or will only be met in part then Executive Board Members, representatives of Full Member organisations and VSE Staff Members and others specifically invited will be entitled to reimbursement of expenses in accordance with the conditions set out in this document. Reimbursement will only be made to the individual or the organization incurring the cost on behalf of the individual.
- 1.2 These conditions set out a clear and corporate policy governing the eligibility criteria and the basis upon which reimbursement will be made.
- 1.3 For the purposes of this policy an activity or event is defined as being one that is authorized by VSE, forms part of its work plan or that is authorized by the President or Treasurer as required in the interest of VSE.
- 1.4 This policy and the conditions it sets out will be effective from 1 October 2013 and may be changed or modified only with agreement of VSE's Executive Board.
- 1.5 In the event that a travel or subsistence cost is met from funding that sets specific rates, values or conditions, such conditions will be advertised or made known and apply to all reimbursements associated with such funding agreement.

### **2. Terms of Reimbursement**

- 2.1 The reimbursement policy applies both to the individuals' travel and ordinary expenses the latter being made under the form of the reimbursement of actual receipted costs up to the maximum of the payment of a daily allowance (per diem) set out herein.

### **3. European Travel Expenses**

- 3.1 The total eligible costs for the return journey will not exceed 400 EUR. Any travel exceeding this amount shall be at the cost of the individual or the sending institution.
- 3.2 As an exception amounts in excess of 400 EUR may be claimed if duly justified. For example urgency of business, a complex route, island travel, or more than a single flight required to reach the destination. In such

cases an explanatory note addressed to and agreed by the President / Treasurer is required. Such a request shall be considered discretionally and on a case-by-case basis.

- 3.3 In no case shall costs be accepted for excess luggage or travel insurance.
- 3.4 All transport claims must be justified by means of the expense claim form provided to which the indicated invoices and travel documents should be attached.
- 3.5 The travel expenses incurred by the individual are reimbursed on the basis of the most cost-effective appropriate means of transport between the home city of the individual and the venue of the event or activity.
- 3.6 Depending on how an individual has travelled, the reimbursement is generally made as follows:
  - Travel by plane: cost of an economy class ticket
  - Travel by rail: cost of first-class ticket on the shortest route for a round trip
  - Travel by private car: cost of 0.22 EUR per km for a round trip up to a maximum of 1.200 km calculated on the basis of the shortest route (itinerary mapping in support – Michelin/Google Internet Maps), using the following formula:
    - Kilometer claim: km X 2 (in-out) X 0.22 EUR / km =

Participants who choose to use their own car remain fully liable for any accidents to their car or to third parties.

- Except in case of special circumstances including a long distance between the venue of the activity and the closest suitable airport or train station the cost of all taxis will be included within the per diem rate.

#### **4. Daily Per Diem Rates**

The following daily per diem rates, which may be modified from time to time and duly advertised, will apply to the work of VSE. Per diem rates are intended to include all accommodation, local travel and subsistence costs in the home country and the place of the event or activity, excluding international travel costs. These are the maximum daily costs that may be refunded with proper receipts

##### **4.1 Per Diem Table – 28 EU Member States**

Country	Per Diem rate in EUR	Country	Per Diem rate in EUR
Austria	203	Italy	207
Belgium	209	Latvia	190

Bulgaria	205	Lithuania	165
Croatia	162	Luxembourg	214
Cyprus	215	Malta	185
Czech Republic	207	The Netherlands	237
Denmark	243	Poland	196
Estonia	163	Portugal	184
Finland	220	Romania	200
France	221	Slovak Republic	185
Germany	188	Slovenia	162
Greece	200	Spain	191
Hungary	200	Sweden	232
Ireland	229	United Kingdom	249

#### 4.2 Right to Reimbursement

The right to be reimbursed expires on the closure of the period in which a claim can be made. Also where duly substantiated travel justifications are not provided, or where two reminders have been sent to the individual regarding any receipts or required documentation missing but required without any effective response by the individual.

#### 4.3 Per Diems - General

Per diems are due to authorised attendants at VSE meetings at events that take place outside their city of residence.

The per diem is calculated on the basis of the information provided in the travel order and the expenses claim form to be filled in by each funded participant.

The table above indicates the amount of the per diem paid by VSE according to the country where the event takes place.

The per diem is considered to cover all of the participants' expenses other than international travel including accommodation, meals and local transportation at the place of the event, including transport to and from the airport.

Where the costs of catering expenses are paid or offered by VSE or a third party the per diem rate will be reduced by 15 EUR for a lunch and 25 EUR for a dinner.

### 5. Per Diems – Calculation Method

#### 5.1 For one-day meetings:

- 5.1.1 A participant leaving from and returning to his country of origin in the same day of the meeting, will be entitled to receive 50% of the per diem amount applied to the hosting country.

- 5.1.2 For meetings starting before 12am, 100% of the per diem applied in the hosting country will be applicable to the day before the meeting, if the participant leaves his country of origin that day. The rate of 50% of the applicable per diem will be granted for the day of the meeting provided the attendee returns the same day.
- 5.1.3 For meetings starting after 12am, 100% of the per diem applied in the hosting country will only be due for the day before the meeting if the participant demonstrates that it was not possible for him to arrive in the same morning of the day of the meeting or it was necessary for him to arrive in the eve of the meeting due to the practicalities or needs of VSE
- 5.1.4 A participant will be entitled to receive the full per diem for the day of the meeting if he demonstrates that it was not possible for him to return in that same day to his country of origin. In this case, an additional 25% of the applicable rate will be paid for the returning day.

## 5.2 More than one-day meeting

- 5.2.1 For meetings starting before 12am, 100% of the per diem applied in the hosting country will be applicable to the day before the meeting, if the participant leaves his country of origin that day.
- 5.2.2 For meetings starting after 12am, 100% of the per diem applied in the hosting country will only be due for the day before the meeting if the participant demonstrates that it was not possible for him to arrive in the same morning of the day of the meeting or it was mandatory for him to arrive in the eve of the meeting due to the practicalities or VSE's best interests.
- 5.2.3 Full meeting days are paid at a 100% rate while the last day of the meeting is paid at a 50% rate.
- 5.2.4 However, a full per diem will be paid for the last day if the participant demonstrates that he cannot return either to his country of origin or to the one where he is legally based due to unavailable transport in the same day the meeting ends; in this case, an additional 25% of the applicable rate will be paid for the returning day.

## 6. Special situations applying to travel and per diems

- 6.1 In special circumstances that would be previously advertised to participants, and upon the discretion of the President, any funded delegate whose expenses would statutorily need to be borne by VSE may see their per diem substituted, in whole or in part, for the direct payment by VSE to the service providers. In this case, participants who exercise the option of

using different service providers for example for hotels or for meals will not be eligible to claim reimbursement.

- 6.2 Participants residing in the country where the event takes place and where their expenses are not covered by their national organisation will be entitled to reimbursement of their travel and daily expenses due to their attendance at the event on presentation of duly substantiated receipts.

## 7. Payment Procedures

- 7.1 Payment will not be authorised without the submission of at least the following documents within a deadline set by VSE:

- a) Information of the event taking place in advance of expense
- b) The duly completed expense form provided by VSE
- c) The following documents depending on travel arrangements
  - Travel by plane
    - The invoice from the airline company
    - A copy of the flight ticket
    - The original boarding passes for the flights taken
  - Travel by train
    - The invoice from the train company
    - The original train tickets or issued receipt
  - Travel by private car
    - An itinerary mapping the route taken
    - Mileage calculation on the shortest route

- 7.2 Supporting documents will be requested by VSE via email and a closing date for submitting the documents will be included in the request. If the documents are not submitted by the date mentioned, one reminder will be sent. This reminder will include a deadline and clearly state that no reimbursement will be made if the requested documents are not provided by the deadline stated.