**Regulations for reimbursement of travel expenses**

**Who can claim?**

**Council Members, Co-opted members, Other Members of EATA**

Council members in their role as a delegate of one or more national association(s) or special interest group(s) will be reimbursed their travel costs to Council meetings. Costs for hotels and meals are reimbursed by the national organisation(s) or special interest groups organisation(s).

Others can claim based on a contract in which travel activities are specified (within the approved budget) and/or invitation of Executive Committee.

Other activities like march-meetings are reimbursed according to the contracted regulations.

**Travel expenses:**

Only costs for flights in economy class, 2nd class train tickets or special offers will be reimbursed - higher value options can only be reimbursed up to the conditions stated above. In these cases, the price for economy class or 2nd class train must be enclosed in addition to the actual invoices.

Car, taxi: traveling by car is only accepted if there is no reasonable alternative. Please get in contact to the treasurer beforehand. Rate: 0,39 €/km. The amount cannot exceed the costs for public transport.

To take a taxi is only accepted if there is no reasonable alternative.

**Meals:**

For a whole day of travel 25,00 € can be reimbursed, only with receipts.

Others can claim 25,00 € for every day of the engagement, only with receipts.

**Accommodation:**

The maximum amount which will be reimbursed is 130 € per night.

**Evidence:**

Every reimbursement can be only done with evidence: a receipt, a bill, an invoice, or something like this.

**How to claim:**

Please use the current reimbursement form online.

The expenses need to be endorsed either by these regulations or through a contract with Council or Executive Committee or by the person who is in charge for the budget.

**Time Frame**

EATA business year is from January 1st to December 31st. The accounts are closed on January 31st of the following year. Please send you request before that date. Later requests will generally not be accepted.

The working currency for EATA is Euro: €. Conversions from/to other currencies will be done based on the actual official monthly rates of the EATA bank.

**Contact**

Person in charge for the budget, e.g. chair of committee

Treasurer: treasurer@eatanews.org