

REGULATIONS FOR TEW

- As of Monday, 20260914 –
Ref. TEW REgulations Final 20260914.docx

Events concerned: Training Endorsement Workshops - TEW

Individuals concerned: TEW staff members and the TEW coordinator.

The TEW is attached to the PTSC and operates within a designated budget, which must be strictly adhered to.

The TEW budget constitutes a separate component of the overall PTSC budget and must be agreed upon with the PTSC Chair and Treasurer.

Fees collected from TEW participants are considered part of the overall EATA budget and may not be used autonomously or independently of it.

As the TEW Coordinator is responsible for arranging and covering the costs of accommodation, meals, and coffee breaks, only the travel expenses incurred by TEW staff members and the TEW Coordinator may be submitted for reimbursement.

The coverage and reimbursement of expenses are strictly limited to members of the evaluation team and the TEW Coordinator and do not extend to any accompanying persons.

A fixed allowance in the form of a €100 book voucher will be provided to each staff member. This allowance is already included in the TEW reimbursement form.

Find below the guidelines for reimbursement of travel and meal expenses incurred during business trips. These guidelines are supplemented by a general approval procedure.

1. Transportation guidelines and rules;
2. Meals during travel days;
3. Reimbursement process rules.

1. Transportation guidelines and rules (consistent with general EATA travel regulations)

Mode of Travel: EATA promotes the use of collective transportation like buses, trains and flights over individual options (e.g., private cars and taxis). Short-distance travel should favour trains or buses over planes whenever feasible.

Class of Service:

Rule: Only economy-class flights and 2nd-class train tickets are reimbursed. Higher-class travel may only be reimbursed up to the equivalent cost of these options, with supporting documentation for both the actual and standard economy/2nd-class rates.

Plane Travel:

Rule: Only economy-class or discounted flights are reimbursed. Additional costs such as flexible rates or insurances won't be reimbursed.

Train Travel:

Rule: Only 2nd-class train tickets are reimbursed. Costs for additional services won't be reimbursed.

Car Travel: Use of personal cars is only permitted when no suitable public transportation is available or when public transportation is more expensive than using a car (car sharing for example).

Rule: Prior authorization must be requested from and granted (or not) by the EATA Treasurer before any vehicle is used. Reimbursement will be calculated at a rate of €0.39 per kilometre.

Parking fees and motorway tolls are included in this mileage rate of €0.39/km. Therefore, neither parking fees nor motorway tolls will be reimbursed separately by EATA.

No vehicle-related expenses will be reimbursed without the prior approval of the Treasurer, which must be formally granted by email.

Taxi Use: Taxis are reimbursed only if there is no other practical option. If taxis are used, it is recommended that they are shared.

Rule: Taxi fares are reimbursed up to a maximum of € 20,00 per person. Any reimbursement request exceeding a total of € 20,00 must be justified and approved by the EATA treasurer.

2. Meals during travel days

Rule: All TEW staff members and the TEW Coordinator may request reimbursement for meals incurred on travel days to and from the TEW venue. It's a maximum reimbursement of € 25,00 per day, subject to the submission of valid receipts. Reimbursement is limited to a maximum of two travel days (i.e. a maximum total reimbursement of € 50,00).

3. Reimbursement process Rules

- The TEW coordinator is responsible to inform TEW staff members of those EATA regulations for TEW.
- All costs must be in line with regulation and clearly justified and indicated.
- Refund requests by TEW staff members have to be approved and released by TEW coordinator and then sent by the TEW coordinator to the EATA Treasurer.
- Only current reimbursements forms must be used and filled out completely and correctly. All amounts claimed must be documented with the corresponding invoices or receipts (clearly legible).
- Reimbursement is provided strictly in accordance with these guidelines; any costs exceeding these limits must be borne by the members themselves.
- It is recommended to apply for reimbursement immediately after the TEW Exams, but **no** later than December 31 of the respective year.
- Reimbursement applications submitted after this date will be considered only on a case-by-case basis.

Any deviation from these regulations have to be discussed and agreed upon with the EATA Treasurer.

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