

EATA Travel Expenses Policy Guidelines and Rules

EATA ANNUAL COUNCIL MEETINGS

- As of 18 February 2025 -

The purpose of this document is to provide guidance to people who attend General Council Meetings as part of their role within EATA.

Persons concerned: Participants of the Council (EATA President, EATA EC Members, EATA Delegates, EATA Officers, co-opted members)

Travels concerned: EATA Annual Council Meeting

Specific policies regarding exams, TEW, WEW and persons invited by EC or Committees will be released in 2025

This document has four parts:

1. Transportation Guidelines and rules
2. Accommodation Guidelines and rules
3. Meals Guidelines and rules
4. Reimbursement process rules

1. Transportation Guidelines and rules

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 favor 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. The reimbursement rate is 0,39€ /km. **Car travel costs and parking fees together must not exceed the cost of public transport.**

Rule: Before using a car, an authorization must be granted by the EATA treasurer. Without this agreement which is formalized by email, the car expenses will not be reimbursed.

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: Taxis are reimbursed at a rate of 20€ per person for the entire duration of the Council event including arrival and departure.

2. Accommodation Guidelines and rules

Council members in their role as a delegate of national associations will be reimbursed their costs for hotels by the national organizations. Other Council members can claim accommodation costs up to the valid limit together with travel costs.

Room Sharing: Where possible, Council participants are encouraged to share rooms to reduce expenses.

Preferred Hotels: If local associations provide discounted accommodations, Council participants are encouraged to stay at these hotels unless cheaper options are chosen.

Reimbursement limit by EATA:

Rule: Reimbursement for accommodation is limited by the amount of the costs of the selected Council Hotel and to an amount of 130€ per night.

3. Meals Guidelines and rule

Council members in their role as a delegate of national associations will be reimbursed their costs for meals during the Council event by the national organizations. All other participants such as co-opted members or exceptionally invited persons can claim a reimbursement of their meals by the EATA up to €25 per day of council, provided they submit receipts.

Rule: Meals' reimbursement during travel days: All participants can request reimbursement for meals during travel days to and from the council up to €25 per day, provided they submit receipts; i.e. a maximum of two days.

4. Reimbursement process Rules

- Refund requests must be sent to the appropriate person (the chair of the committee you serve on, EATA officers send it directly to the treasurer) for review. After verification and approval the reimbursement form is forwarded to the treasurer and the reimbursement is initiated.
- It is necessary to use the current reimbursement form, filled out completely and correctly, and to document all amounts claimed with the corresponding invoices or receipts (clearly legible).
- Reimbursements will be considered if and only if the above-mentioned rules are respected.
- It is recommended to apply for reimbursement immediately after the Council, but **no later than November 30th** of the respective year.
- Applications for reimbursement submitted after this date can only be considered on a case-by-case basis. Applications received after December 31st can no longer be considered.

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