

## North Western Waters RAC-Reimbursement Rules

The NWWRAC will base its reimbursement system on the following rules. Observers are not eligible for reimbursement and only one appointed representative per meeting for each organization is eligible. Full membership fee has to be paid in order to be reimbursed. Reimbursement is also subject to budget availability.

To be reimbursed for participation in focus groups members must join the General Assembly and at least one Working Group and/or the Executive Committee. Chairpersons of Working groups and/or Focus groups, who are not elected members of the Executive Committee, but are invited to the Executive Committee meeting to report on the activities of their relevant group, may claim for reimbursement of travel and subsistence costs.

Deadlines for sending in reimbursement claims to the Secretariat:

- From now on reimbursement claims must be submitted with supporting receipts, to the Secretariat no later than 30 calendar days after the final day of the meeting. Reimbursement claims for meetings held in month of September (the last month of the budgetary year of the NWWRAC), must be submitted within 2 weeks after the meeting.

General Assembly 28 October 2009 Dublin → **27 November 2009**

Focus Group Meeting Nephrops 3 November 2009 Edinburgh → **3 December 2009**

- The secretariat cannot guarantee reimbursement for claims received after these deadlines, or claims without supporting documents.

Reimbursement for attending non-NWWRAC meetings is depending on prior approval of the Executive Secretary.

**Please note that NWWRAC members, NWWRAC observers and invited experts should have their own travel and personal accident insurance and that the NWWRAC cannot be hold liable for any material, non-material or physical damage suffered in the course of their journey. The NWWRAC shall also not be liable for any material, non-material or physical damage suffered by participants to NWWRAC meetings in the place where the meeting is held, unless such harm is directly attributable to the NWWRAC.**

## **A) WHAT CAN BE CLAIMED?**

### **TRAVEL**

Travel expenses from work or home address to the place of the meeting will be reimbursed until maximum € 800. If a number of transport modes are deemed necessary to get to and from the meeting, then all costs of this travel is reimbursed. Please book at the most economical travel rates and make your bookings as soon as you receive written confirmation from the NWWRAC Secretariat on the meeting venue and time.

If a surplus remains in the travel budget, at the end of the budgetary year (30 September 2009), it will be redistributed to provide additional reimbursement of travel claims over € 800.

The following travel costs are deemed refundable:

- Public transport from home or work address to the airport and return
- Public transport from the airport to the place of the hotel/meeting and return
- **Flights in tourist/economy class or cheaper where available. Please use the most economical travel rates.**  
**Business class fares are not permitted.**
- Train Fares (second class) /bus Fares
- Parking/toll
- Travel by private car (reimbursed at the rate of EURO 0,22 per km)
- Taxi costs are not refundable

### **SUBSISTENCE**

Each person eligible for reimbursement will be refunded a **flat per diem rate of €160 per day** if an overnight stay at the place of the meeting is necessary, based on the actual arrival and departure dates, adjusted to meet the working requirements. The per diem rate is to include the cost of the hotel and all other expenses outside of travel (e.g. food, drink etc). The number of nights may not exceed the number of meeting days + 1 and a maximum of 2 per diems per travel will be reimbursed.

## **B) WHAT MUST BE SENT TO THE NWWRAC Secretariat**

- The reimbursement forms, completed and signed
- Original tickets for the flights or original invoices from travel agencies booking the flight showing the class of travel, the time of travel and the amount paid. If your organization needs to hold the original of the invoice or receipts, we can only accept a copy under condition that they are stamped by your organization as “*True Copy*” or by providing a signed cover letter stating that the copies are based on authentic originals. **In case of non-RAC meetings: boarding passes and meeting report are additionally required**
- In case of online bookings, the printout of the electronic reservation showing the class of travel, the time of travel and the amount paid.
- All **original** tickets/receipts of public transport, parking and toll.
- Restaurant bills and taxi receipts are not accepted.
- An original hotel receipt/invoice or a copy, stamped by your organization as ““*True Copy*” will be required to claim the per diem rate
- For new members, form 2 (previously known as the “*expert identification sheet*”) has been replaced by a BOX with bank details (see on the reversed side of the reimbursement form). If your organisation has been reimbursed by the NWWRAC before, please ignore this box. If you are a new member of the NWWRAC or if your organisation’s banking details have been changed, please fill in the banking details and have it stamped and signed by the bank to certify that your organisation is the account holder. The Secretariat will keep these details for future payments. We will not continue to use the sticker system.