

Travel Reimbursement Plan for ICOPLAST

Purpose

The purpose of this policy is to define procedures and processes for members traveling on behalf of ICOPLAST. The procedures outlined herein must be adhered to in order to achieve maximum control and efficiency of our internal reimbursement system and travel costs.

General Guidelines

ICOPLAST is an active organization. Participation by the volunteer leadership is essential to the current and future success. Funding for ICOPLAST is provided by member states and is very limited. Therefore, the need to manage its resources prudently against the recognition that volunteers are giving up their time and practice to participate is the primary goal of these policies. As such, board members conducting business on behalf of ICOPLAST are expected to operate in the best interest of the associations at all times. Travelers are expected to:

Exercise the same care in incurring expenses as a prudent person traveling for personal reasons.

Conduct business at minimum cost for achieving success.

Avoid non-essential costs.

Understand reimbursement policies and procedures prior to scheduled travel, and request clarification prior to confirming travel plans.

An explanation of reimbursement will accompany all checks so that members will have information on reimbursed and non-reimbursed expenses and dates of travel.

No Board member will be reimbursed for travel to their own national society meeting.

Eligibility

- ICOPLAST does not have funding to provide expenses for traveling to others than full board members
- Only on invitation of the president, with approval of the treasurer, separate reimbursement request may be granted to other persons than members of the board.
- Board members will attempt to provide his or her own funding, for instance by their own society

- If this is not granted or only in part, ICOPLAST will reimburse travel expenses according to regulations listed below
- Only travel expenses for official board members will be reimbursed
- By exception, extra travels that are of benefit to ICOPLAST can be presented to the treasurer and president for approval for reimbursement.

Travel

- Air travel expenses for coach class. Any extra costs for business airfares will be paid by the board member. Tickets are booked at least 21 days prior to travelling using low costs booking systems.
- For journeys of over 4 hours of flight time, extra leg space can be purchased within coach class.
- Train or road travel will be reimbursed for journeys longer than 400km. The expenses of road travel will add up to 0.19 cents per km as approved by the Dutch tax law.
- Travel to and from airport to the home address as well as parking costs will only be reimbursed if further than 400km.

Ground transportation

- Rental cars are not reimbursed
- General taxi travel from airport to hotel is reimbursed. Limo services are excluded.
- Bus or train fares are reimbursed

Hotels

- Hotels will be reimbursed from one day prior to the first official meeting to the night of the last meeting. Any extra days shall be paid by the board member.
- Hotel costs will be up to 150.- euro per night for non-metropolitan cities. In metropolitan cities costs are capped at 200 euro/night.
- Only bare hotel room costs are reimbursed.
- Hotels are found that have in-house internet services included.

Meals and entertainment

- Meals and entertainment are not reimbursed

Registration fees

- Registration fees are not reimbursed

Reimbursement

- Declarations for travel expenses will be sent digitally to the bureau of ICOPLAST no later than eight weeks after the journey (info@icoplast.org)
- Declarations are provided in euros
- Declarations are the responsibility of the traveler
- All declarations must be submitted digitally in an ICOPLAST declaration form and be accompanied by scanned receipts

Policy Limits: TRAVEL WILL BE REIMBURSED ONLY UP TO 2,000€