



EFN POLICY & PROCEDURE FOR THE REIMBURSEMENT OF EXPENSES RELATED TO THE EFN BRUSSELS OFFICE EMPLOYEES' MEETINGS PARTICIPATION

The EFN shall reimburse reasonable and necessary expenses incurred by **the employees of the EFN Brussels Office** for their participation in the meetings referring to EFN work (General Assemblies, Executive Committee, other stakeholders' meetings, EU projects' meetings, etc...), within the policies and limitations established by EFN. In order to determine economical purchases, both the person who incurs the expenses and the person who approves reimbursement of the expenses are responsible for ensuring maximum practical economy in the expenditure of funds allowed.

I. Travelling

- ❖ **By train** - Train tickets should be 2nd class tickets (or at a lower rate if cheaper tickets are available). The cost of seat reservations and transport of necessary luggage are eligible expenses.
- ❖ **By air** - Air tickets should be tourist class (or at a lower rate if cheaper tickets are available). Local airport transfer should use the most economical means of transport. Airport parking can be reimbursed if economical. The cost of seat reservations and transport of necessary luggage are eligible expenses.

Please note that Taxi fares up to 40€ per journey shall only be reimbursed where no reasonable public transport is available.

- ❖ **By car** - Travel reimbursements are based on the number of kilometres to the meeting (round trip) at a kilometre rate of 0,4269 EUR. The number of kilometres covered must always be indicated on the reimbursement form. Car parking can be reimbursed if economical.
- ❖ **By Bus** - Bus travel costs are based on the principle of the most economical expenditure. The shortest and most economical route between the departure point and the place where the meeting is held must be used. The cost of seat reservations and transport of necessary luggage are eligible expenses.

II. Accommodation

Reimbursement for room and breakfast will be made on the basis of a fixed rate per night (agreed with the hotel) necessary to attend the meeting. When a double hotel room is occupied by the traveller and others whose attendance does not constitute a business purpose, the EFN will pay the single room rate.

III. Meals

Lunch and dinner expenses will be reimbursed at a fixed rate of 25€ each. These amounts will only be paid, when meals are not provided by EFN.

IV. Other Costs

Other costs such as telephone calls, personal postage expenses, personal services or purchases, costs incurred for amusement, social activities, or entertainment, interest charges for late payment of bills, costs of health, life and luggage insurances, car rental, any costs which are not within the context of EFN work, or undocumented reimbursement requests, cannot be reimbursed.

The reimbursement will be made as soon as the EFN Brussels Office employees have provided EFN with all the original receipts and invoices related to the expenses (travel, accommodation, etc...). **The requests must be presented using the EFN Reimbursement Form, no later than 2 months after the meeting took place.**

EFN Policy & Procedure – Reimbursement Expenses EFN Staff – 2005 (REV April 2024)

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