



## **EFN POLICY & PROCEDURE ON THE REIMBURSEMENT OF EXPENSES RELATED TO THE GENERAL ASSEMBLIES**

### **HOST ORGANISATION**

The EFN shall reimburse reasonable and necessary expenses incurred by the host EFN member during the General Assembly within the policies and limitations established by the EFN. In order that the host country/NNA organises the EFN General Assembly and makes the necessary arrangements for the EFN members' participation in the meeting, such as the meeting room, audio/video equipment, lunch and coffee breaks, etc., the EFN is providing the host NNA a total amount of 7.000 Euros, VAT included.

In order to determine economical purchases, both the person who incurs the expenses and the person who approves reimbursement of expenses are responsible for ensuring maximum practical economy in the expenditure of funds allowed.

The expenses incurred for the organisation of the EFN General Assembly may be paid by the host member and reimbursed by the EFN - In that case the reimbursement will be made as soon as the host member has sent to the EFN Brussels Office all the original receipts and invoices related to the expenses. **The requests should be sent to the EFN Brussels Office no later than 2 months after the meeting took place.**

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 cannot be reimbursed by the EFN.

Hotel accommodation is at the charge of the EFN members and cannot be reimbursed by the EFN.

*EFN Policy & Procedure – Reimbursement Expenses EFN GA by Host Country – 2005  
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