



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 **10.000 Euros, VAT included.**

The host organisation is requested to send to the EFN Brussels' Office, no later than 2 months after the meeting took place, the original receipts and invoices related to the expenses incurred for the organisation of the EFN General Assembly, justifying the total amount of 10.000 Euros, VAT included, provided by the EFN.

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.

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
(reviewed September 2007, April 2024 & September 2025)*

The European Federation of Nurses Associations (EFN)
Registration Number: 476.356.013
Clos du Parnasse 11A, 1050 Brussels, Belgium
Tel: +32 2 512 74 19 Email: efn@efn.eu
Website: www.efn.eu