

## REIMBURSEMENT GUIDELINES

2017-2018

### Expenses eligible for reimbursement:

Members of the Executive Committee and Members of the Working Groups are eligible for reimbursement of travel and hotel expenses in connection with Executive Committee and Working Group meetings. One representative from each General Assembly member will be reimbursed for attending the annual General Assembly.

The following expenses will be reimbursed:

- Flight fares (economy class)
- Train and bus fares
- Ferry fares (excl. the cost of transporting a car)
- Mileage (€ 0.26 per km)
- Hotel costs

Taxi fares and parking will not be reimbursed.

The secretariat will try to reserve a number of rooms at a hotel close to the meeting place. Member will have to pay the bill at the hotel, but will be reimbursed afterwards by the BSAC.

If it is considered necessary to stay more than one night at a hotel in order to cover a BSAC meeting, please contact the Secretariat first.

### How to apply for reimbursement:

Your travel and hotel claims must be submitted, with supporting receipts, to the Secretariat within one month after the meeting in order to ensure efficient processing and payment. When processing your claim, we use the exchange rate of Danmarks Nationalbank for the date of the meeting.

The Reimbursement Form is on the BSAC website.

If you have any questions regarding the reimbursement guidelines, please contact the BSAC Secretariat.